

**DAKSHIN HARYANA BIJLI VITRAN NIGAM**

**B-Block, Vidyut Sadan, Vidyut Nagar, Hisar**

**Memo No.Ch- 45 /SE/Admn./Reg.62**

**Dated: 26.05.2006**

From

The S.E./Administration,  
DHBVN, Hisar.

To

1. All the G.Ms./C.Es. in DHBVN.
2. The CAO/CA/FA(HQ)/FA&CAO(MM), DHBVN, Hisar.
3. All the S.Es.(including C.O.S.)/Xens in DHBVN.
4. Deputy Secretary (T&M), DHBVN, Hisar.
5. Estate Officer-cum-Xen(Civil), DHBVN, Hisar.
6. All the Under Secretaries/Admn. Officers in DHBVN.
7. All S.D.Os. in DHBVN.
8. The Manager (PR)/(IR), DHBVN, Hisar.
9. Sr. Medical Officer/Medical Officer in DHBVN.
10. All Sectional Heads in DHBVN (Headquarter at Hisar)

**Subject: DHBVN Employees Annual Confidential Report regulation – 2006.**

A copy of this office notification No.58/REG-62/SE/Admn. dated 17.05.2006 containing Dakshin Haryana Bijli Vitran Nigam Employees Annual Confidential Report Regulation – 2006 is sent herewith for information and strict compliance.

**Under Secretary (General)**

**DHBVN, Hisar**

- CC:
1. Sr. P.S. to the Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
  2. Sr. P.S. to Managing Director, DHBVN, Hisar.
  3. Sr. P.S. to Director (OP)/(Projects), DHBVN, Hisar.
  4. P.A. to G.M./HR & Admn., DHBVN, Hisar.
  5. P.A. to S.E.(Administration), DHBVN, Hisar.

Alongwith a copy of above Regulation.

DA:As above.

**DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED****NOTIFICATION****The 17<sup>th</sup> MAY, 2006**

**No. 58 /REG-62/SE/Admn.** Dakshin Haryana Bijli Vitran Nigam has under consideration for some time the question to notify the consolidated regulations linked with the procedure to be followed/ adopted in writing and dealing with the Annual Confidential Report of its employees. Presently, the Annual Confidential Reports are being written/dealt with as per the instructions issued from time to time by the State Govt. as well as erstwhile Haryana State Electricity Board. Therefore, it is felt very essential to frame the Regulations of the Nigam of its own, which will be called Dakshin Haryana Bijli Vitran Nigam- **Employees Annual Confidential Report Regulations**. Consequently the various clauses of the Regulation to be followed in the matter of writing/dealing with the Annual Confidential Reports of the employees of DHBVNL are as under:-

**Definitions:**

- i) **Short Title Of The Regulation – “DAKSHIN HARYANA BIJLI VITRAN NIGAM EMPLOYEES ANNUAL CONFIDENTIAL REPORT REGULATIONS-2006.”**
- ii) The Nomenclature of the Qualification Reports is changed as Annual Confidential Reports henceforth.
- iii) These Regulations shall be applicable to all the employees of the DHBVNL including the employees working in the Nigam on Deputation etc.

**Chapter-1- Regular & Punctual recording of Reports.**

- 1.1 (a) It is essential that all officers should write Annual Confidential Reports on the work and conduct of their subordinates regularly and punctually. Not only a separate Annual Confidential Report file for every person should be opened but it should also be kept up to date. It must be remembered that the Annual Confidential Reports file of a person is used for various purposes e.g. promotion, crossing of efficiency bar, punishment, appeals, memorials or in dealing with the question whether his services have been really approved for the purpose for a full pension. If, it is not carefully maintained and kept up-to-date, it will result into the record being losing of much of its value, and in fact the very purpose for which it is maintained will be largely defeated.
- 1.1 (b) When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the Annual Confidential Report file. Similarly the final result of the disciplinary proceedings should also be recorded. As during the period of suspension of an officer mostly has no immediate superior and there tend to be gaps in A.C.Rs. files, and it is the responsibility of the authority which keeps the file to ensure that entries regarding such period are invariably made.

**1.2- Terms of writing the Annual Confidential Reports: -**

- 1.2(a) The Annual Confidential Reports of Non-gazetted staff shall be written annually.
- 1.2(b) The Annual Confidential Reports of gazetted officers shall be written on the basis of quarterly self-performance-assessment report of each. The base of quarterly self-performance-assessment report shall be quantified on monthly self-performance-assessment report of each officer. The quantified monthly self-performance-assessment and quarterly self-assessment report performas in respect of the officers shall be circulated separately.

**1.3 Reporting Officer & Accepting Authority:-**

- 1.3(a) To simplify the procedure of dealing the ACRs, it will involve two stages only i.e. Reporting Officer and Accepting Authority.
- 1.3(b) The work & conduct of an officer working under a Head of Deptt., whether in the office or in the field, will be reported on by the Head of the Department and concerned Director incharge of the Wing will be Accepting Authority
- 1.3(c) The Annual Confidential Reports of the Head of Departments will be written by the Director concerned incharge of the wing. The Managing Director will be accepting authority in such cases.

**Notes:-**

- i) Each gazetted officer of the Nigam will submit his self-performance-assessment report quarterly to the Reporting Officer. The Reporting Officer concerned will examine the said assessment report and convey the defects, if any noticed, with the advice to improve his working under intimation to his next superior officer. The quarterly assessment of each officer will be the base of writing Annual Confidential Reports of the officers.
- ii) Reporting Officer means – the immediate next senior officer of the official reported upon.
- iii) Accepting Authority means- the immediate next superior officer of the Reporting Officer.

**1.4 Form of Annual Confidential Reports/Self Performance Assessment/ Quarterly Self Assessment Performance:-**

Category of Officers	Form of Annual Confidential Report	Form of Annual Self-Performance-Assessment Report	Form of Quarterly Self-Performance-Assessment Report
1. Engineering Officer of OP Wing	DHBVNL A-1	DHBVNL OP A-2	DHBVNL OPQ A-3
2. Engineering officer of Head Office	DHBVNL A-1	DHBVNL HO A-2	DHBVNL HOQ A-3
3. Engineering Officer of M&P Wing	DHBVNL A-1	DHBVNL M&P A-2	DHBVNL M&PQ A-3
4. Engineering of Store Org.	DHBVNL A-1	DHBVNL S A-2	DHBVNL SQ A-3
5. Engineering Officer Vig. Org.	DHBVNL A-1	DHBVNL V A-2	DHBVNL VQ A-3
6. Officers on Accounts Org. & General side.	DHBVNL A-2	DHBVNL AG A-2	DHBVNL AGQ A-3
7. For Non-Gaz. Technical Estt.	DHBVNL A-3	-	-
8. For Ministerial Estt. including Storekeepers and Estt. in the Accounts Org.	DHBVNL A-4	-	-
9. For Drawing Estt.	DHBVNL A-5	-	-
10. For Drivers	DHBVNL A-6	-	-

**1.5- Reporting Schedule: -**

**Reporting Year- Financial Year**

A.C.R. Form to be given to the officer reported upon	Time Schedule for Officer Reporting upon for completing Self-Performance- Assessment Report	Time Schedule for Reporting Authority to Complete A.C.R.	Time Schedule for Accepting Authority to Complete A.C.R.
By 1 <sup>st</sup> April	By 7 <sup>th</sup> April	By 15 <sup>th</sup> April	By 30 <sup>th</sup> April

- 1.5(a) The Reports must reach the Cadre Controlling Authority/Authorities prescribed for maintaining the ACRs of concerned category by the 1<sup>st</sup> week of May each year. A certificate should be furnished by the 1<sup>st</sup> May of each year by all the Accepting Authorities to such Authorities concerned to show that Annual Confidential Reports have been written in the cases of all employees in their respective Circles/ Administration.
- 1.5(b) The Accepting Authority will ensure that the Annual Confidential Report of the members of service, duly completed are sent to the Authority maintaining the ACRs within the stipulated time/period.
- 1.5(c) If Annual Confidential Report relating to the financial year is not recorded by 31<sup>st</sup> August of the following year; no remarks shall be recorded thereafter. The service of the member will be assessed on the basis of overall record and quarterly-performance-assessment of the year concerned, if he had given his self-assessment in time.
- 1.5(d) The member of service reported upon shall, while forwarding his self appraisal to the Reporting Officer, endorse a copy thereof to the Accepting Authority and keep a record of the same, as evidence that he had submitted the same in time.
- 1.5(e) The Reporting Officer shall record his comments in the Annual Confidential Report for the officer reported upon within the stipulated time and send it to the Accepting Officer.
- 1.5(f) In case the Reporting Officer fails to submit the Annual Confidential Report to the Accepting Officer within the stipulated period, the Accepting Officer shall treat ACR as deemed "Good". The Accepting Officer shall also keep a note of the failure of the Reporting Officer to submit the ACR of his subordinate in time for an appropriate entry in the ACR Form of such Reporting Officer.
- 1.5(g) The Accepting Officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting and Accepting authorities are recorded without fail by the 30<sup>th</sup> April of the year following the year of assessment.
- 1.5(h) The Accepting Officer shall send ACR to the Cadre Controlling Authority/Authority prescribed to maintain the ACRs by 31<sup>st</sup> May of the year- In case the ACR does not reach such authority by stipulated time, the remarks in the ACR will be recorded by the Cadre Controlling Authority that the ACR has been deemed "Good". The Cadre Controlling Authority will take note of delay in submitting the ACR by the Accepting Authority.

## **Chapter-2- Points for the guidance for the Reporting Officers:-**

- 2.1** The Reporting Officers should record their remarks against the various entries appears in the forms with great care in an impartial and honest manner. The remarks, when recorded, should specifically indicate the defects, if any, in the officers/officials reported on, for which a separate entry exists in each form. The following aspect may be kept in mind:-

"Some Reporting Officers are in the habit of mentioning minor defects of the subordinate just because availability of the column in the ACR. On the whole the Nigam is of the view that minor defects should be brought to an officer/official(s) notice by way of advice and proper guidance so that the concerned officer/official may show some improvement. Instead of mentioning the minor defects in ACRs, it is better to bring in the knowledge of subordinate official/officers verbally. Minor defects need not to be mentioned in an Annual Confidential Report, unless these have been repeatedly brought to the subordinate's attention, in writing.

### **2.2- Report Regarding Integrity:-**

A special mention should invariably be made regarding the integrity of the officer/official, to which the Nigam attaches the great importance. It should be clearly stated whether the person concerned is suspected of corruption

or is believed to be corrupt and this opinion should be supported with reasons, which may be in the possession of the Reporting officer. Reporting officers must be very careful and conscious while commenting on this matter, as any negative or hasty remarks in this respect, not based on any authentication, may lead to create problems at a later stage. The reporting officers must be honest and frank and he should intimate regarding the same to the officer/official regarding his doubtful integrity/honesty quiet frankly. Normally, the reporting authorities should give their remarks in the Annual Confidential Reports on the basis of their personal knowledge or assessment. There can, however, be occasion when a reporting authority receives complaints against an officer. It will not be appropriate for a reporting authority to make mention of such complaints in the Annual Confidential Reports without trying to sift the truth. In such a case, he should give an indication whether he trust the complaint to be true or false, or that it is premature for him to form a definite opinion.

Some Reporting Officers are in the habit of making non-committal remarks like "No complaints" against the entry relating to integrity/honesty. The Nigam wants this practice to stop henceforth. Reporting officers should give a definite opinion on the integrity/honesty of their subordinates while writing their confidential reports i.e. "beyond doubt" or "doubtful". The opinion of the Reporting Officers on the integrity/honesty of their subordinates should be supported by specific reasons in both the events.

Further some instances have been noticed in which officers/officials are being processed against serious charges of corruption, on the one hand, and, on the other, their Annual Confidential Reports for the same period certify their integrity/honesty to be good. It is felt that contradiction of this type arises only because reporting officers are failing in their duty to make entries in the column relating to integrity/honesty forthrightly and with a full sense of responsibility. In case an officer/official has been given a good report for integrity/honesty, which is later proved to be wrong, the reporting officer will face the ruth of Nigam's displeasure. Further in such case, the inference would be that either he did not exercise proper supervision or he was also a party with his subordinates. The intention of the Nigam is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

**2.3- Procedure to be followed where a reporting authority is related to the officer to be reported upon:-**

- 2.3(a) When the reporting officer is the first reporting authority, he should be competent to record his remarks, but while doing so, he should clearly mention that he is related to the officer/official reported on and bring out the exact nature of relationship.
- 2.3(b) When the reporting officer is not the original reporting authority, he need not normally write any remarks. If however, he feels that, for some reasons, he must enter some remarks, he should, while doing so, act as under (a) above.

**2.4- Minimum Period for which a Reporting Officer should have seen the work of a subordinate before reporting on him:-**

No reporting officer should record his remarks in the Annual Confidential Report of an officer/official under him, unless he has seen his work and conduct for at-least three months. If the officer/official has served under the reporting authority for less than three months, the opinion of the officer, under whom he has previously served, should be incorporated in

the report, care being taken to indicate how far the opinions expressed are based on personal knowledge and how far on reports of other officer. However, if during the period of reporting year, the stay of reporting officers remains less than three months in the financial year, the reporting officer whose tenure remains maximum will record his remarks in the Annual Confidential Report of an officer/official.

If during a period under report the Reporting Officer remains the same but there is change in Accepting Authority, the report will not be split up. Only one report will be written up and submitted to the Cadre Controlling Authority by the Accepting Authority under whom he worked for maximum period.

**2.5- Recording of remarks on the occasion of relinquishment of charge by Reporting Officer:-**

An officer may, if he had not done so previously, record remarks on the A.C.R. file of officers/officials subordinate to him within six months of his relinquishing charge of his post or office, as the case may be.

**2.6- Annual Confidential Reports not to be shown to the officers/ officials reported on:-**

The Annual Confidential Reports, being confidential should not be shown to the individual(s) concerned, whether they are officers or subordinates. The remarks of the ACR should invariably be communicated to each employee irrespective of the fact whether these are good or bad because every employee has right under the provision of Right to Information Act 2005 to know the remarks recorded by his senior officer in his ACR. The following procedure should, however, be followed in communicating good and bad remarks:-

**2.6(a) Issue of Letters of Appreciation:-**

The good work of an officer should be recognized by a letter of appreciation. It should, however, be noted that such letters are not to be issued indiscriminately, but this should be done in really deserving cases to encourage good work. The criteria for granting such commendatory letters should be based on a record of exceptionally good work and not merely on the performance of one's routine duties with more than average ability and industry. Commendation loses much of its value if it is too easily won and it is essential that the greatest care should be taken to limit the number of commendatory letters and to grant them only in cases really deserving of notice. As such letters are ordinarily issued to officers only; it will be for the Nigam to issue the same where necessary after considering the recommendations of the Chief Executive Officers in this behalf.

It should also be noted that there should be no undesirable tendency among the officers/officials to approach the higher authorities for getting remarks out of the way on their personal files. The fact of any such approach, if made, should in fact be reported in the Annual Confidential Report. The confidential remarks on the work of the Nigam's employees will, however, be recorded by the competent authority in the normal course when due, i.e., in Annual Confidential Reports. The Officers/official shall, on no account, request for remarks, in personal files from their other superiors.

**2.6(b) Communication of Good Remarks:-**

Good Remarks, against the Nigam's employee in the Annual Confidential Report should invariably be communicated by the Cadre Controlling Authority maintaining the ACRs. However, much attention should be paid to the manner and method of communication of remarks to let the officer/official know briefly (in a sentence or part sentence) the general impression of his ACR. For example, it can be said, his work has been assessed as of a good/ very good/outstanding standard of efficiency & competence.

**2.6(c) Communication of Adverse Remarks:-**

Adverse Remarks, against the Nigam's employee in the Annual Confidential Report should invariably be communicated by the Cadre Controlling Authority, so that he may make an attempt to remove the defects or get an opportunity of making representations, if he so likes. In case, the adverse remarks are not communicated to the affected officer/official by 31<sup>st</sup> August of the following year of assessment, the adverse remarks in his Annual Confidential Report will be considered ineffective and ACR for the year shall be deemed to be "Good". However, the following general principles should be adopted in this respect:-

- (i) When report is based on the individual opinion as noted by different departmental superiors in gradation, it is only the opinion as accepted by the highest authority, which need be considered from the point of view of communication.
- (ii) An officer/official should not at any time be kept ignorant where his service is not considered satisfactory, negative remarks should be communicated promptly and should indicate in proper language the nature of the defects in question;
- (iii) The Cadre Controlling Authority should carefully consider the defects to be communicated. Where a defect is more of the general nature then it should not be communicated, as it will result into discouragement of the officer/official. For instance, the repeated reference regarding the low IQ/over sensitiveness of the officer/official may discourage the concerned employee and ultimately it will affect his working.
- (iv) The reporting officer should specifically state whether the defects reported have already been brought in any other communication to the notice of the officer/official concerned;
- (v) In case the Board or Head of an office or other officer suspends the remarks, judgment should not be communicated to the concerned employee.
- (vi) More attention should be paid to the manner and method of communication in order to ensure that the advice/warning/censure administered, whether orally or in writing, shall be beneficial to the officer/official concerned, to improve his working in future.
- (vii) Any remarks on an officer/official's report, which shows that he had taken steps to remove defects, to which his attention has been drawn in previous year, should be communicated to him so that he may know that his efforts to improve have not gone unnoticed. Keeping the above principles in view the adverse remarks recorded by the reporting authorities in Annual Confidential Reports should invariably be communicated to the officer/ officials concerned.

It is further added that the existing practice of conveying only adverse remarks in such communications is rather discouraging and leaves the officer/official concerned guessing regarding the remarks in his ACRs. To avoid anxiety on this account, it has been decided that the

general total impression of his report including the areas of improvement should be communicated.

### **Chapter-3- Representation against Adverse Remarks:-**

- 3.1** There is strong tendency among officers/officials at all levels not to take adverse remarks in the right spirit. They indulge in all kinds of pressure to get such remarks expunged. Such tendency produces ill effects in regard to the recording of remarks, without fear or favour by reporting officers and such practice must strictly and firmly be discouraged and eliminated, if possible. It is normally forgotten that the basic purpose of maintaining a record of annual remarks in regard to an officer/official's work is to accumulate over a period of years a varied assessment regarding the performance, character, ability and integrity of the officer/official in discharging the responsibilities, which he has been called upon to tackle from time to time. This record is meant to enable the Nigam to assess the total worth of an individual officer/official over a period of years with a view to utilizing him in the best way possible for the public service. Primarily, therefore, the record of an officer/official is a document internal to the Nigam to be utilized for promotions, crossing of Efficiency Bar, postings and transfers, encouragement and caution, etc. This main purpose of the record must be kept in mind that it is a cumulative assessment of an officer/official's worth, to be utilized for the Nigam purposes and for public ends and it is only incidentally a means of bringing to the officer/official's notice the defects, which he should consciously endeavor to improve.

Ordinarily, therefore, one should not enter into any controversy with officers/ officials in the matter of adverse remarks communicated to him on the basis of his Annual Confidential Reports. After all it is the duty and privilege of a senior officer to report on the work & conduct of those working under him.

Occasionally, however, a case arises where the adverse remarks are not made bonafide, or are based on a patent error of fact. An examination of the representation is, therefore, called for and this should not be turned down automatically. Where the preliminary examination of the representation does not prima-facie establish that the adverse remarks are malafide, or based on a patent error of fact, there should be little hesitation in disposing off the representation on the general policy referred to above. Where, however, it appears prima-facie that the remarks are not bonafide or that these are based on a clear error of fact, the representation should be examined on merits. If, as a result, it is found that the adverse remarks were not justified, after obtaining the orders of the Cadre Controlling/Appointing Authority, a note should be recorded on a Annual Confidential Report by such authority, expunging the remarks, and the officer/official concerned should be informed of the action taken, and the reporting officer should also be suitably warned, especially where malafide intention is indicated. Recourse to expunction of remarks may be had only in cases of exceptional character after observing the procedure laid down above.

There may also be border-line cases, in which there may be some substance in the adverse remarks conveyed to the official/officer and also some justification for the representation made by the officer/official against the adverse remarks. In such cases, the proper course to adopt would be to place the representation on the A.C.R. file after obtaining the orders of the highest administrative authority.



The Nigam does not encourage representations against adverse remarks given in Annual Confidential Reports by the competent authorities. If, however, a representation is made, it should not be entertained, unless it is received within three months from the date of the letter communicating adverse remarks to the officers/officials concerned.

### **3.2 Authority competent to decide the representation against adverse remarks**

The Cadre Controlling/Appointing Authority of the respective categories of post will be the competent authority to consider such a representation, who, if satisfied would either amend, correct or even expunge adverse remarks. The decision of the competent authority on such a representation will invariably be communicated to the concerned employee promptly.

Formal comments of the relevant Reporting Officer(s) and Accepting Officers should invariably be obtained before passing final orders on representation against adverse remarks.

### **3.3 Appeal against the decision of the Competent Authority:**

Every employee of the Nigam shall be entitled to appeal against the decision of the competent authority to expunge adverse remarks in the ACR. Appeal should not be entertained, unless it is received within 45 days from the date of the letter communicating the decision of the competent authority to the officer/official concerned. The appeal against the decision may be addressed direct to the appellate authority.

The Managing Director, DHBVNL will be appellate authority to consider and decide the appeal cases of non-gazetted employees of the Nigam and the Committee of Whole Time Directors of DHBVNL will be the appellate authority in the cases of gazetted employees of the Nigam.

## **Chapter-4- Nature of documents/ communications which need to be placed in Annual Confidential Report Files:-**

**4.1** Besides the Annual Confidential Reports on the work and conduct of an officer/ official concerned, copies of documents/communications specified below, should also be placed in the Annual Confidential Reports file:-

- (i) All orders imposing any of the penalties prescribed under (Punishment & Appeal) Regulations of the Nigam.
- (ii) All communications conveying adverse remarks or appreciation of the Nigam (as distinct from commendatory letters of personal nature issued by authorities other than the Nigam).
- (iii) Where a pending enquiry finds mention in the Annual Confidential Report of an officer, it is incumbent upon the authority maintaining the Annual Confidential Report file of that officer to ensure that the result of the enquiry is also recorded in the A.C.R. file.

### **4.2 Authority Competent to Convey Adverse/positive Remarks:-**

The Cadre Controlling Authorities/Authorities prescribed to maintain the ACR files will receive Annual Confidential Reports and convey adverse remarks contained therein in respect of the employees of the Nigam whose Annual Confidential Report files are maintained by them. The adverse remarks must be conveyed through a Registered A.D. letter or against a dated acknowledgement to local officer/officials. This would help

in determining the period of three months fixed for making any representation against adverse remarks.

#### **4.3 Placing of copies of letters of Appreciation in the Annual Confidential Reports File:-**

Only those letters of appreciation by the Nigam should find their way to the Annual Confidential Reports file of an employee, which deal with the outstanding nature of his performance as an employee, on an overall assessment of his work and conduct during the year, in the light of the remarks recorded in his Annual Confidential Reports. The Annual Confidential Reports files should not be burdened with copies of personal letters or certificates issued by superior officers to their subordinates or letters of commendation issued by the Nigam in recognition of any special help that might have been rendered by the officers/official concerned on a particular occasion, e.g. a local exhibition and visit of V.I.P. etc.

#### **Chapter-5- Custody of Annual Confidential Report Files:-**

- 5.1** Without prejudice to the right of the Appointing Authority to issue any special instruction to meet administrative exigencies it has been decided that the Annual Confidential Report files of different categories will remain in the custody of the following authorities:-

1.	Member and Heads of Departments	Managing Director
2.	Class-1, Class-II & other Gazetted Officers	S.E.(Administration)
3.	Non-gazetted staff:-	
(i)	Deputy Supdts, P.S., P.As, Asstts, Stenographers, Steno-Typists, Clerks & holder of other similar posts in the Head Office.	-do-
(ii)	Divisional Accountants, S.A.S Accounts and Selection Grade Clerks.	Chief Accounts Officer
(iii)	Internal Auditors and Audit Clerks.	Chief Auditor
(iv)	Circle Supdts., Circle Asstts., Divisional Head Clerks and U.D.Cs in Subordinate Offices	Chief Engineer Concerned
(v)	Line Supdts., Sub Station Operators etc. on Technical Side.	Chief Engineer Concerned
(vi)	Chief Draftsmen, Circle Head Draftsmen, Draftsmen on the Drawing Side.	Chief Engineer Concerned
(vii)	Head Store-Keeper and Store-Keeper on the Store-Keeping Side.	Chief Engineer Concerned
(viii)	Linesmen, Clerks, Meter Readers, Junior Draftsmen/ Tracers, Asstt. Sub/Station Attendants, Sub Station Attendants and Asstt: Store Keepers.	Superintending Engineer Concerned
(ix)	Other Staff not mentioned above.	Appointing Authorities.

#### **5.2 Maintenance of Annual Confidential Report files:-**

The Nigam observed that, very often, annual Annual Confidential Reports are neither written promptly by the recording authorities nor due importance is attached to the proper maintenance of Annual Confidential Report files, which are valuable service records of the employees of the Nigam. To remove this state of affairs, it has been further decided that if time frames are not followed by Reporting Officers or Accepting Officers and if self-performance-assessment has been submitted in time the ACR will be treated as "Good". An index in the attached Performa should form part of each Annual Confidential Report file and entries therein shall be completed when any new document is filed.

The Nigam would like to urge again that the officers recording remarks in Annual Confidential Reports should realize the value and importance of such reports in making or adversely affecting the careers of officers/officials reported upon. While superior officers have the fullest freedom and the right to record their opinion about the work and conduct of their subordinates, in doing so, they should be guided solely by considerations of merit, justice and fair-play. No personal consideration and approaches or recommendations of any kind should be allowed to supervene and their conscience alone should be their guide in this matter.

**Time Frame Index:**

ACR Form to be given to the officer reported upon	Time Schedule for Officer Reporting upon for completing Self- Performance-Assessment Report	Time Schedule for Reporting Authority to Complete ACR	Time Schedule for Accepting Authority to Complete ACR
By 1 <sup>st</sup> April	By 7 <sup>th</sup> April	By 15 <sup>th</sup> April	By 30 <sup>th</sup> April

This issues with the approval of Board of Directors in their meeting held on 24.03.2006.

**S.E./Administration  
DHBVNL, Hisar**