



Government of Haryana/हरियाणा सरकार
Directorate of Food and Supplies
खाद्य एवं पूर्ति निदेशालय

To

**All the District Food & Supplies Controller
In the State**

Memo No.2E(1)-2016/ 542
Dated, Chandigarh, the 15/03/16

Subject:- Regarding writing of ACRs of the year 2015-16 of the officers/officials.

Reference to the subject cited above.

2. In this regard it is intimated that following policy for writing of ACRs of Filed staff is hereby adopted:-

Sr. No.	Designation of the officers/official	Writing authority	Reviewing Authority	Accepting Authority
1.	DFSC	Concerned D.C.	DFS	ACSFS
2.	DFSO	Concerned DFSC	DC/DFS	ACSFS
3.	Superintendent	DFSC	DC/DFS	ACSFS
4.	Section Officer	DFSC	JCFA	DFS
5.	AFSO	DFSO/DFSC	SDO(C)	DFS
6.	Inspector	AFSO	DFSO/DFSC/SDO(C)	DFS
7.	Sub Inspector	AFSO	DFSC/SDO(C)	DFS
8.	Head Analyst	DFSC	DDFS (Lab)	DFS
9.	Junior Analyst	DFSC	DDFS (Lab)	DFS
10.	Accountant	Section Officer/Supdt.	DFSC	JCFA/DFS
11.	Assistant	Superintendent	DFSC	JCFA/DFS
12.	Auditor	Section Officer/Supdt.	DFSC	JCFA/DFS
13.	Clerk/Picker	Branch Incharge	DFSC	DFSC
14.	Steno/Driver	DFSC	DFSC	DFSC
15.	Daftri/Peon/Sweeper-cum-Chowkidar	Branch Incharge	DFSC	DFSC
16.	P.R.Chowkidar	Inspector	AFSO	DFSC

In this regard there are following provisions have been given in the instructions No. 60/11/09-S(1) dated 16.07.2009:-

2. "As per the time schedule prescribed, ACRs are to be completed by 15th of May each year. In case of delay, the services matters of the officers/officials concerned are kept on pending and acute hardship is faced on this account alone.
3. The disciplinary action is required to be taken against the officers who fail to comply with the Government Instructions regarding writing of ACRs of their subordinates."

Not writing the ACR within stipulated period as per ibid instructions is not only violation of Govt. instruction but also a question mark of the concerned officer regarding his dexterity.

..... Cousted



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Hence, it is therefore requested that the ACRs for the year 2015-16 of your subordinate officers/officials may be written and submitted in the stipulated period to the authority concerned as under:

- (a) The Reporting Authority must write reports(s) before 15th April 2016.
- (b) The Reviewing Authority must record its comments before 15th May, 2016.
- (c) The Accepting Authority must record its acceptance before 15th June, 2016.

Nie
Deputy Director (Administration)
for Director Food & Supplies, Haryana.

Endst. No. 2E(1)-2016/ 5499

Dated, Chandigarh, the 15/03/16

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Deputy Commissioners in the State of Haryana.
2. All the Sub Divisional Officer (Civil) in the State of Haryana.
3. All the officers at Hqrs.

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Deputy Director (Administration)
for Director Food & Supplies, Haryana.