

From

The Registrar,
CCSHAU, Hisar.

To

All Deans, Directors, Officers of the University/
HODs/Offices/Sections
(including out-stations),
CCSHAU, Hisar.

Memo.No.Admn.E.2/2009/ 10484-633

Dated: 9/12/09

Subject: Shortcomings in maintenance of Annual Confidential Files (ACR) files.

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This office is receiving proposals for grant of ACP scales and on scrutinizing the cases of these non teaching employees, the following shortcomings have been noticed in maintenance of ACR files :-

- 1) Unnecessary correspondence such as forwarding letters, internal correspondence etc. have been filed in the ACR files which are not permissible. In the ACR files only following documents are to be kept :-
 - i) Index duly updated under signatures of responsible Officer .
 - ii) Annual Confidential Reports.
 - iii) Letters of conveying adverse remarks, if any.
 - iv) Punishment orders, if any, to be kept under the orders of the competent authority.
 - 2) In most of the cases index has not been properly maintained or updated. It should be updated under the signatures of the responsible Officer.
 - 3) In some of the cases Column of 'Integrity' has been left blank. Since the column of 'Integrity' is most important it must be filled in as per the instructions given in the Booklet.
 - 4) In some cases, ACRs have been accepted by the initiating authority himself, which is not in order. It must be got accepted from the concerned "accepting authority" as per booklet.
 - 5) In most of the cases, identity of initiating, second reporting and accepting authorities has not been shown by writing name as well as designation besides office stamp. Name and designation should be given in each case.
 - 6) Adverse remarks are not conveyed in some cases including remarks regarding unsatisfactory progress of audit objections in case of those officials handling audit work. It will be the responsibility of the Officer/official to convey adverse remarks in time.
2. All Officers/officials handling ACRs may be instructed to be careful while handling ACRs of the officials and ensure that ACRs have been got written timely, all columns are properly filled in, identity of all concerned Officers is properly given under rubber stamp and adverse remarks recorded, if any, be conveyed in time. It will be the personal responsibility of the official concerned handling ACR files for any deficiency. On receipt of ACR files on transfer of an official, the official responsible for handling ACR must check the files carefully and in case any deficiency is noticed, the file should be sent back for compliance.
3. You are, therefore, requested to bring the above instructions to the notice of all concerned for meticulously compliance.

CC:-

The Director (S&P), CCSHAU, Hisar. In future, the column of 'Integrity' be got printed in bold letters.

R.S. Dalal
8.12.09.
(R.S. Dalal)
Registrar
22/12 7/11/09