

From

The Chief Administrator,
HUDA, Panchkula.

To

1. All the Head of Offices of HUDA in the State.
2. All Heads of Branches at HUDA (HQ).

Memo No.EA-2-2016/

Dated:-


Subject: - Regarding writing of Annual Confidential Report.

It has been observed that the ACRs of the officials/officers which are required to be written within a stipulated period as prescribed in the instructions circulated from time to time are not being sent to Headquarters. Most of the issues pertaining to grant of ACP/Extension in service beyond 55 to 58 years and other related service matters are pending for want of ACRs.

The matter regarding grant of extension beyond the age of 55 years of Sh.Jai Singh, ADA was placed before the Personnel Committee in its meeting held on 28.10.2015 wherein the Committee has taken the following decision:-

“Deferred. The Committee decided that instructions may be issued to all those officers of HUDA who do not write the ACRs of their subordinate staff in-time, the remarks regarding non-writing the ACRs shall be mentioned by their senior in their ACRs and GM(IT) may also be directed to display the same on HUDA Website.”


Hence it is requested to send all the pending ACRs of the officers/officials related to your offices within 10 days without any delay, so that the matter relating to grant of extension beyond the age of 55 years to the officers/officials could be decided accordingly.


Secretary
for Chief Administrator, HUDA
Panchkula

Endst. No.EA-2-2016/1028

Dated: 11/1/16

✓ A copy of the above is forwarded to the General Manager(IT), HUDA, Panchkula for hosting these instructions on HUDA website immediately.


Secretary
for Chief Administrator, HUDA
Panchkula