

From

To Labour Commissioner, Haryana,
Chandigarh.

1. Additional Labour Commissioner (NCR), Gurugram.
2. Additional Director (IS&H), Headquarters.
3. Additional Labour Commissioner, Headquarters.
4. All the Joint Directors (IS&H) in the State.
5. Joint Labour Commissioner, Headquarters.
6. All the Deputy Directors (IS&H) in the State.
7. All the Deputy Directors (IH) in the State.
8. All the Deputy Labour Commissioners in the State.
9. All the Assistant Directors (IS&H) in the State.
10. All the Assistant Directors (IS&H) (C) in the State.
11. All the Assistant Directors (IH) in the State.
12. All the Assistant Labour Commissioners in the State.
13. All the Welfare officer (Women) in the State.

No. Estt./01/2023/ 21343 - 493

Dated: 17/08/23

Subject:- Regarding writing of Annual Confidential Report and Self Appraisal Reports.

Kindly refer to the subject cited above.

2. It has come to the notice that the Annual Confidential Reports of the officers have been sent by the Reporting Officers without any Self Appraisal Report of the concerned officers.

Accordingly, it is directed that in future all reporting officers will write the Annual Confidential Report of the subordinate officers on the basis of self appraisal reports submitted by the concerned officers and ensure that same may be enclosed with the ACRs.

Further, all officers are also directed to submit their self appraisal reports to the Reporting Officers on the basis of work done by them during that period.

Enclosed/As above


Deputy Superintendent (Estt.)
for Labour Commissioner, Haryana.

