

From

Chief Engineer/Admn.,  
HPGCL, Panchkula.

To

1. Chief Engineer/RGTPP, HPGCL, Hisar.
2. Chief Engineer/PTPS, HPGCL, Panipat.
3. Chief Engineer/REO, HPGCL, Panchkula.
4. Chief Engineer/Projects, HPGCL, Panchkula.
5. Chief Engineer/ Fuel, HPGCL, Panchkula.
6. Chief Engineer/Planning, HPGCL, Panchkula.
7. Chief Engineer/DCRTPP, HPGCL, Yamunanagar.
8. Chief Engineer/HPPC, Panchkula.
9. Controller of Finance, HPGCL, Panchkula.
10. Controller of Accounts, HPGCL, Panchkula.
11. Company Secy., HPGCL, Panchkula.
12. The Secy./BBMB, Chandigarh.
13. The LR/HPU, Panchkula.
14. All Dy. Secy. Panchkula.
15. All Under Secy. Panchkula.

**Date Bound  
upto 30.05.2020**

For Personal  
Attn.  
Most Urgent

*AEOP/Admn.*  
*for use*  
*Relates to*  
*xen/IT*  
*1/6/2020*

No. 642...XEN/PT & Trg.  
Date 01-06-2020

Memo No. Ch-93/HPG/QR-531/Vol-VII  
Dated: 18.05.2020

**Subject : ACRs upto the year 2019-2020 in respect of all Gazetted Officers.**

In the light of ACRs instructions issued by erstwhile Secretary, HSEB vide Memo No. 173751/4096/NGE/G-452 dated 10.12.1971 and instructions circulated vide Memo No. Ch-154/HPG/QR-531/Vol-VI dated 05.03.2015 and reiterated from time to time the ACRs of all categories of officers duly signed by all concerned competent authorities upto the year 2019-2020 must be received in this office latest by 30.05.2020. A certificate should be furnished by 15.06.2020 by all the Head of Departments that ACRs have been written in respect of all officers/officials working under their control and has been submitted to Cadre Controlling Authority, after holding a special meeting for checking for pending ACRs.

It is also requested to ensure that property return must be submitted by the officer for the concerned period to the competent authority and the reference number vide which the property return was submitted, must be mentioned at point number 3 of ACR Performa.

Further it has been observed that some of the officers either write **no, nil, N.A.** in the integrity column or leave the column **blank**, moreover, the Reviewing Officer/Accepting Officer forward the ACR without giving their comments, which is not in order. Therefore all the officers, while writing the ACR of the officers/officials must write appropriate comments in the integrity column of the ACRs besides writing all other columns properly.

Kindly ensure the compliance of instructions in date bound manner in its letter and true spirit. This may please be treated as most urgent.

*[Signature]*  
Dy. Secy./Estt.(G)  
For Chief Engineer/Admn.,  
HPGCL, Panchkula.

CC: