

8.	<b>Instructions regarding recording and submission of ACR:</b>	
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# Instructions regarding recording and submission of ACR:

From

The Chief Administrator,  
HUDA, Panchkula.

To

1. All the field offices of HUDA.
2. All the Head of Branches at HQ.

Memo No.EA-2-2008/10094-169

Dated:18.03.2008

**Subject: Writing of ACRs of HUDA employees for the year 2007-08.**

Reference subject cited above.

2. It has been decided that no ACR of any officer/official of Class-I, II & III should be written without getting their self appraisal report from the concerned persons regarding the work done by him during the year while recording the ACRs. Special emphasis shall be given on the following points wherever applicable: -
  - i) Submission of replies of court cases and monitoring thereof;
  - ii) Redressal of public grievances;
  - iii) Timely replies of HQs references.
3. It has also been decided that the following schedule shall be observed for recording/submission of ACRs: -
  - a) Self appraisal submission 15<sup>th</sup> April.
  - b) Appraisal by Reporting Authority 30<sup>th</sup> May.
  - c) Appraisal by Reviewing Authority 15<sup>th</sup> May.
  - d) Appraisal by Accepting Authority 31<sup>st</sup> May.
4. It is also clarified to the Reporting/Reviewing officers that if serious discrepancies are noticed in the ACRs to be written by them and the actual performance of the officers/officials reported upon, they may be liable for disciplinary action.

5. These instructions may please be brought to the notice of all concerned officers/official for strict compliance/information. The above instructions should be adhered to in letter and spirit so as to ensure that the complete ACRs of the officers/ officials become part of the relevant record at the HUDA HQs by 30.06.2008 under all circumstances.

This has the approval of Chief Administrator, HUDA.

Administrator, HUDA,

Sd/-  
[M.Sharma]  
Secretary,  
for Chief  
Panchkula.