

Important

No. I/14013/03/94-O.L.(Policy-1)
Government of India
Ministry of Home Affairs
Department of Official Language

Lok Nayak Bhavan, Khan Market,
New Delhi, Dated the 14th May, 2003.

OFFICE MEMORANDUM

Subject:-Mention in the Annual Confidential Reports of officers/staff about the commendable work done by them in Hindi – clarification regarding.

Kindly refer to the Department of Official Language d.o. letter of even No. dated the 11th November, 2002 on the above subject, wherein it has been stated that commendable work, done in official language Hindi, by officers/staff of Group 'A', 'B' and 'C' (including the All India Services Officers), may be mentioned in the column "**Communication Skill**" in their Annual Confidential Reports.

2. In this connection, some Ministries/Departments have sought clarification from the Department of Official Language that in the case of absence of "**Communication Skill**" column in the format of Annual Confidential Reports of Group 'B' and 'C' employees, in which column such entry may be made ?

3. After due consideration in the Department of Official Language, it has been decided that in **Part-III, Column 7(c) -"Quality of Noting and Drafting"** of the ACR for Assistants and in **Part-III, Column 5 -"Proficiency in work, namely, maintenance of prescribed registers and charts etc."** of the ACR for clerks (LDCs and UDCs), a mention may be made regarding the commendable work done by them in Hindi.

4. Joint Secretaries (Administration) of all Ministries/Departments are requested to bring it to the notice of their Attached and Subordinate Offices also.

Sd/-

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To

Joint Secretaries (Administration) of all Ministries/Departments of
Government of India