

महालेखाकार (लेखापरीक्षा-II) का कार्यालय, केरल, तिरुवनंतपुरम
Office of the Accountant General (Audit II), Kerala,
Thiruvananthapuram

सं.लेप. II / हिंदी कक्ष/ रा.भा.का./वा.आ./25-26

दिनांक.08.04.2025

परिपत्र / Circular.03

भारत सरकार, गृह मंत्रालय, राजभाषा विभाग का.जा.सं.1/ 14013/ 03/1994- रा.भा. (नीति) दिनांक: 13.5.2003 के अनुसार सभी रिपोर्टिंग अधिकारीगण व पुनरीक्षण अधिकारीगण द्वारा समूह 'क', 'ख', व 'ग' के अधि कारियों/ पदाधि कारियों द्वारा हिंदी में किए गए सराहनीय / विशिष्ट कार्यों का उल्लेख उनसे संबंधित वार्षिक निष्पादन मूल्यांकन रिपोर्ट के पेन-पिक्चर कॉलम में अवश्य किया जाए।

As per Govt. of India, M/o Home Affairs Dept. of Official Language OM. No.1/ 14013/ 03/ 1994-रा.भा.(नीति.) dt. 13.05.2003, all the Reporting Officers and Reviewing Officers may mention commendable / remarkable work done by the officers and officials of Group 'A', 'B' and 'C' in Hindi in the Pen-Picture column of their respective Annual Performance Appraisal Reports.

(महालेखाकार के अनुमोदन से जारी।)

संलग्न: OM dt.13/05/2003 for reference.

अनुमोदित

वरिष्ठ उप महालेखाकार (प्रशा. व लेप.प्र.स.-I)
Sr.Dy Accountant General (Admn.&AMG-I)

सेवा में / To

1. मुख्य कार्यालय व शाखा कार्यालय के व.उप महालेखाकार/उप महालेखाकार
Sr. DAG/DAG of Main Office & Br. Office
2. मुख्य कार्यालय व शाखा कार्यालय के सभी वरिष्ठ लेप.अ
All Sr.AOs of Main Office & Br. Office
3. वरिष्ठ लेप.अ/ गोपनीय कक्ष
Sr.AO(C.Cell)
4. पब्लिक फाल्डर
Public Folder

O.M. No. I/14013/3/94-O.L. (P-1), dated 13.5.2003

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.