

No.A.28012/2/2000-CHS.V
Government of India
Ministry of Health & Family Welfare
(CHS-Section)

Nirman Bhawan, New Delhi
Dated 14th March, 2007

To
All the Participating Units of Central Health Service

Sir/Madam

Subject: - Central Health Service-Laying down the levels of Reporting and Reviewing Officers for the purpose of Annual Confidential Reports of officers of Central Health Service (CHS)-Reg

In supersession of all orders on the subject mentioned above, I am directed to say that the levels of Reporting and Reviewing Officers for Annual Confidential Reports of Officers of Central Health Service working in different participant units of Central Health Service for the year 2006-07 onwards will be as indicated in the Appendix to this letter.

2. It is requested that the Annual Confidential Reports of officers of Central Health Service from 2006-07 onwards may be got written and reviewed by the concerned officers as per details given in the Appendix. The officers, under whose signatures the Annual Confidential Reports of Officers working under CHS Units are sent to this Ministry, must ensure that the Reports have been reported upon and reviewed by the appropriate authorities as per these instructions.

3. In case of any doubt, clarification may be sought from this Ministry.

4. A copy of these instructions is also available on this Ministry's Website <http://mohfw.nic.in/CHS.html> .



(S. CHAKRAVARTHY)

UNDER SECRETARY TO THE GOVT. OF INDIA.

Copy to

1. Secretary(HFW)
2. DGHS, Dte GHS
3. AS(DG)/AS(SJ)/AS(SR)/AS(FA)
4. All Joint Secretaries in the Ministry of Health & Family Welfare.
5. Director(CGHS), Nirman Bhawan, New Delhi.
6. Director(A&V), Dte. GHS, Nirman Bhawan, New Delhi.
7. Deputy Secretary (CHS).
8. US(RL)/US(MP).
9. CHS-I/ CHS-II/ CHS-III/ CHS-IV/ CHS-VI Section.
10. All Nodal Officers designated for monitoring of ACRs of CHS officers.

**LEVEL OF REPORTING AND REVIEWING OF ANNUAL CONFIDENTIAL
REPORTS OF CENTRAL HEALTH SERVICE OFFICERS**

S.No.	OFFICER REPORTED UPON	REPORTING OFFICER	REVIEWING OFFICER
1.	DGHS	SECRETARY(HFW)	HFM/MOS
2.	ADDL. DGHS/HAG OFFICERS	DGHS	SECRETARY(HFW)
3.	HAG OFFICERS WORKING UNDER GOVT. OF NCT OF DELHI AND OTHER UNION TERRITORIES	PRINCIPAL SECRETARY(H)/CHIEF SECRETARY	CHIEF SECRETARY/LT. GOVERNOR
4.	SAG OFFICERS WORKING IN INSTITUTION HEADED BY HAG LEVEL OFFICER	HEAD OF INSTITUTION	DGHS
5.	SAG OFFICERS WORKING AS HEAD OF INSTITUTION UNDER DTE.G.H.S. (e.g. M.S., DIRECTOR (CGHS), DIRECTOR (CHEB) ETC.)	CONCERNED ADDL. DGHS	DGHS
6.	OFFICERS WORKING AS IN-CHARGE OF PORTS/AIRPORTS, ETC.	ADG(IH), Dte.GHS	DDG(M), Dte GHS
7.	SAG OFFICERS WORKING IN DEPARTMENT OF HEALTH & FAMILY WELFARE	CONCERNED JOINT SECREARY/ ADDL SECRETARY	DGHS
8.	SAG OFFICERS WORKING IN DEPARTMENT OF POST	AS PER THE HIERARCHY OF POST BUT IN ACCORDANCE WITH DOPT INSTRUCTIONS	
9.	SAG OFFICERS WORKING UNDER GOVT. OF NCT OF DELHI	SECRETARY (H)/PRINCIPAL SECRETARY(H),GNCT,DELHI	PRINCIPAL SECRETARY(HFW)/CHIEF SECREARY,GNCT, DELHI
10.	SAG OFFICERS WORKING IN GOVT. OF NCT, IN	HAG OFFICER	PRINCIPAL SECRETARY(H)/CHIEF SECRETARY

	INSTITUTION HEADED BY IIAG OFFICER		
11.	SAG OFFICERS WORKING IN UNION TERRITORY OF A & N ISLAND AND LAKSHADWEEP	CHIEF SECRETARY	LT. GOVERNOR
12.	SAG OFFICERS WHO ARE NOT COVERED BY THE ABOVE PROVISIONS	AS PER THE EXISTING HIERARCHY INSTRUCTIONS/DOPT INSTRUCTIONS.	

FOR OFFICERS WORKING IN HOSPITALS & MEDICAL COLLEGES

1	SAG OFFICERS WORKING IN HOSPITAL/MEDICAL COLLEGES LIKE CONSULTANT/DIRECTOR-PROFESSOR	HEAD OF INSTITUTION	ADDL DGHS/DGHS
2.	OFFICERS UPTO THE LEVEL OF PROFESSOR, SPECIALIST GRADE - I, CMO (NFSG) WORKING IN THE DEPARTMENT	CONCERNED HEAD OF THE DEPARTMENT	HEAD OF THE INSTITUTION

OFFICERS WORKING UNDER CGHS

1	ADDL DIRECTOR(CGHS)/ZONAL IN-CHARGE(CGHS)	DIRECTOR (CGHS)	CONCERNED ADDL DGHS/DGHS
2	SAG LEVEL OFFICERS WORKING IN POLYCLINIC/ MATERNITY CENTRES	ADDITIONAL DIRECTOR(CGHS) /ZONAL IN-CHARGE	DIRECTOR (CGHS)
3.	CGHS DISPENSARY(IN-CHARGE)	ADDITIONAL DIRECTOR(CGHS) /ZONAL IN-CHARGE	DIRECTOR (CGHS)
4.	OFFICERS WORKING IN DISPENSARY/MATERNITY HOMES/POLYCLINIC	CONCERNED DISPENSARY(IN-CHARGE)/MATERNITY HOMES(IN-CHARGE)/ POLYCLINIC(IN-CHARGE)	ADDL DIRECTOR (CGHS)/ZONAL IN-CHARGE

**OFFICERS WORKING UNDER DHS OF
GOVERNMENT OF NCT OF DELHI**

1.	OFFICER UPTO THE LEVEL OF CMO(NFSG) & SPECIALIST GRADE-I	CONCERNED ZONE I/C /DHS	DHS/PRINCIPAL SECRETARY(HF W)
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ACRS OF OFFICERS WORKING UNDER OTHER MINISTRIES WILL BE REPORTED AND REVIEWED BY THE COMPETENT AUTHORITIES AS PER THEIR ADMINISTRATIVE SET UP BUT SHOULD BE IN ACCORDANCE WITH THE INSTRUCTIONS OF DEPARTMENT OF PERSONNEL AND TRAINING IN THIS REGARD.

NOTE: The above levels of Reporting/Reviewing have been finalized keeping in view the advice of Department of Personnel & Training which is reproduced hereunder:-

“AS PER INSTANT RULES, THE REPORTING AND REVIEWING OFFICERS HAVE TO BE ACQUAINTED WITH THE CONDUCT AND PERFORMANCE OF THE OFFICER TO BE REPORTED UPON, AT LEAST FOR THE PERIOD OF 3 MONTHS. THE PAY SCALE OF THE REPORTING OFFICER IS NOT RELEVANT IN WRITING OF ACR, IF SUCH OFFICER HAS SUPERVISED THE WORK/PERFORMANCE OF THE OFFICER”.