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**Personal Attention**  
**Most Urgent**

NO.EDN-HE(12)1-4/2025-26-ACR-MISC.  
Directorate of Higher Education,  
Himachal Pradesh Shimla.

Email: [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com), [acrbr@rediffmail.com](mailto:acrbr@rediffmail.com)

To Dated: Shimla, the **December, 2025**

All the Principal Govt. Degree Colleges/Sanskrit Colleges (including SCERT & GCTE Dharamshala) Himachal Pradesh.

Subject: - Regarding submission/writing of ACRs of Class-I, Class-II and Class-III officers.

It is intimated that it has come into the notice of the undersigned that ACR Completion Certificates are not being supplied/submitted by the Heads of the institutions. Due to this lapse it becomes difficult to properly maintain & prepare the dossiers of the concerned officials/ officers.

In this context, you are, hereby directed to supply/submit the requisite certificate after completing all codal formalities in the prescribed proforma appended below. Failure to comply may result in this office not being responsible for any adverse orders passed by the higher authorities :- **Proforma**

1	2	3	4
Sr. No.	Total No. of those Officers/Officials working in the institution and whose ACRs have been sent to this Directorate for the particular year i.e. 2024-25 <b>(Total No. of Teaching staff and non teaching staff may be indicated/mentioned separately).</b>	Total No. of those Officers/Officials working in the institution and whose ACRs have not yet been sent/are yet to be sent to this Directorate for the particular year i.e. 2024-25 <b>(Total No. of Teaching staff and non teaching staff alongwith reasons for delay may be indicated/mentioned separately).</b>	Remarks/ reasons for delay

The requisite information/remaining ACRs may be supplied/submitted to this Directorate on or before 31.12.2025 alongwith the completion certificate through special messenger/Gmail/Fax/Speed Post positively on priority basis and ensure submission of ACR,s as per time schedule prescribed by the Government and submit the completion certificate thereafter.

Joint Director of Higher Education(C) Shimla  
Himachal Pradesh

Endst No. Even dated Shimla-171001 **December, 2025**

Copy for information and necessary action to :-

1. The Director of School Education H.P. please.
2. The P.A. to DHE Shimla for information please.
3. The Supdt. Gr.-I-cum-DDO/ the Supdt. Gr.-I College Branch (internal) for information and similar necessary action in the matter please.
4. The Technical Officer (I.T.) for uploading the same on official website pls.
5. Guard file.

Joint Director of Higher Education(C),  
Himachal Pradesh

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16 DEC 2025  
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