

No. EDN-H (23) 1-16/92-CR- Gen
Directorate of Higher Education
Himachal Pradesh.

Dated: Shimla-171001 the 25th July, 2016

To

1. All the Deputy Directors of Higher Education in H.P.
2. All the Principals. Govt. Degree Colleges, College of Education, Sanskrit Colleges in H.P. and SCERT, Solan.
3. All the District Librarians in H.P.
4. The Central Librarian, Solan. District Solan Himachal Pradesh.
5. N.C.C. Group Headquarter, Shimla.

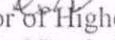
Subject: - **Submission of ACRs for the year 2015-2016 r/o Non-Teaching staff and Completion Certificate**

Memo:

In Continuation of this Directorate letter No even dated 19th March, 2016, it is again a matter of regret that in spite of time bound schedule for submission of ACRs in respect of ministerial staff, as per schedule April every year. Some ACRs are still awaited from your office resulting which various service matter like ACPs/Placements/promotions etc. could not be initiated well in time which invites court litigation later.

Keeping in view above you are once again directed to send the pending ACRs for to this Directorate on or before 30-07-2016 positively. In future such tendency be avoided. Before forwarding the ACRs Dossier No. may please be recorded

Further you are directed to send the completion certificate on the Performa as given below.


Director of Higher Education
Himachal Pradesh Shimla-1

COMPLETION CERTIFICATE FOR NON-TEACHING STAFF

It is certified that the ACRs for the year 2015-16 total No.....of Non-teaching staff posted inGovt. College/District/NCC Group Head Quarter in HP has been completed in all manner and further has been submitted to this Directorate of Higher Education HP for further necessary action vide letter No.....Dated.....It is also submitted that there is no pending ACRs as stated above till date.

Name & Designation