

NO:EDN- (23)1-6/98-CR-G-VOL-II
Directorate of Education
Jammu and Kashmir

Dated Shimla, the 27/04/2012

To

All the Deputy Directors of Education
Higher/Elementary in J.P.

Subject:- Instruction before submission of ACRs .

Memo

It has been observed that the ACRs of the staff under your control are not being properly reviewed /reported as per instruction issued from the Govt. In future before submission of ACR to this Directorate following points be obeyed strictly:-

1. Time schedule for submission of ACR be obeyed strictly.
2. Remarks on ACR must be given by the reviewing/ reporting authority.
3. Name and date of reviewing/ reporting authority be mentioned in capital letters.
4. The ACRs of Contract / PTA / Para teacher / Daily- wages appointee should not be forwarded to this office.

Director of Education
Jammu and Kashmir Shimla.

27/04/2012

Endst.No. Even Dated Shimla, the
Copy forwarded to:-

1. The Director of Elementary Education, Jammu and Kashmir, for information and appropriate action please.
2. P.S. to Director of Education for information.
3. Guard file.

Director of Education
Jammu and Kashmir Shimla.