

No.EDN-H(9)1-3/12-13 Gen Ins.
Directorate of Higher Education
Himachal Pradesh Shimla

Dated Shimla, the

27-April, 2012

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 Principals, Govt. Sr. Sec. Schools & DIET in H.P.
- 4 All the Headmasters, Govt. High Schools in H.P.
- 5 All the District Librarians in H.P.
- 6 The Central Librarian, Solan.
- 7 N.C.C. Group Headquarter, Shimla.
- 8 All the Officers Commanding NCC Battalion (Boys Girls) in H.P.
- 9 All the Superintendents / Branch Officers in the Directorate of Higher Education (Higher/ Elementary) Shimla.

Subject:-

Submission of ACRs as per time schedule prescribed by the Government.

Memo

It is a matter of great regret that despite of the repeated instructions the Annual Confidential Reports of teaching/non-teaching staff working under your control are not being initiated strictly in accordance with the time schedule prescribed by the Government i.e **30th April for Ministerial staff and 30th September for teaching staff.**

It is intimated that on scrutiny of the ACR record it is revealed that the ACR for the year 2011-12 in respect of most of the employees of all the categories whose ACR dossiers are maintained in this Directorate are still awaited. It seems that in such cases the ACR for the year 2011-12 have not either been initiated or self-appraisal not been submitted by the concerned Government servants. With a view to ensuring timely completion to ACRs the Reporting Officer should have been initiated the reports at their own level, in case where the officers reported upon did not submit their self-appraisal by due date. ACRs sent in future may be arranged **alphabetically showing DOB, DOA, Sty.No. and doiser No. (if available)** separate forwarding may be used for each categories while sending ACRs.

It is, therefore directed that the ACRs for the year 2011-12 if any, as well as 2010-11 should reach at the Directorate by **30th April for Ministerial staff and 30th September for teaching staff** and through the Reviewing officers concerned they will return forward the ACRs after review to this Directorate within a week failing which suitable entries will be made in their own ACRs which may please be noted.

This may be given your personal attention, as the Government has taken very serious view for this lapse.

Director of Education
Himachal Pradesh Shimla.
27- April, 2012

Endst.No. Even

Dated Shimla, the

Copy forwarded to:-

1. The Director of Elementary Education, Himachal Pradesh, Shimla for information and appropriate action please.
2. PS. to Director of Education for information.
3. Guard file.

Director of Education
Himachal Pradesh Shimla.