

NO:EDN-H(23)1-3/12-13 Gen.Inst.
Directorate of Higher Education
Himachal Pradesh ,Shimla-171001
Dated:shimla,the

27-April,2012

To

1. All the Deputy Directors of Education in H.P.
2. All the Principals, Govt.Degree Colleges, College of Education, Sanskrit Colleges in H. P. and SCE RT, Solan .
3. All the District Librarians in H.P.
4. The Central Librarian, Solan .
5. N.C.C. Group Headquarter,Shimla.
6. All the Officers Commanding NCC Batalion(Boys Girls) in H.P.
7. All the Branch Officers/ Superintendents in the Directorate of Education (Higher/ Elementary)

Subject:- Submission of **Completion Certificate** of ACRs of teaching and Non-teaching officials and completion certificate thereof for the year 2010-11.

Memo

It is presumed that the ACRs of teaching and non teaching officials have been sent for the year 2010-11 to this Directorate as per schedule April/September every year.

Hence, you are directed to send the completion certificate regarding ACRs for both the categories on the Proforma given below.

Please supply separate proforma for teaching and non-teaching category.

Director of Hr.Education
Himachal Pradesh Shimla.

COMPLETION CERTIFICATE FOR NON TEACHING STAFF

It is certified that the ACRs for the year 2010-11 of , _____ non teaching staff posted in this district 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.

COMPLETION CERTIFICATE FOR TEACHING STAFF

It is certified that the ACRs for the year 2010-11 of , _____ teaching staff posted in this district 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.