

No. EDN-H (23) 1-6/98-CR-G-VOL-11
Directorate of Higher Education
Himachal Pradesh.

04 JAN 2014

Dated: Shimla the January, 2014

To

1. The Addl. Director of Higher Education (Admn)/Colleges
2. The Joint Director of Higher Education (C-I & C-II)
3. The Joint Controller (F&A)
4. All the Deputy Director of Higher/Elementary Education in Himachal Pradesh.
5. All the Principal Govt. Degree Colleges/Sanskrit Colleges (including SCERT & GCTE Dharmshala.
6. Chief Librarian Central State Library Solan/ State Library Shimla.
7. All the District Library in H.P.
8. Group Commander NCC HQR Shimla-4
9. All the NCC Unit in H.P.
10. All the Branch Superintendents of Directorate of Higher Education in H.P.
11. All the Principals Govt. Sr. Sec. School/DIET/Headmaster Govt. High School in H.P.

Subject:-

Regarding writing of ACRs of Class-I ,Class-II and Class-III officers

Memo:

The Principal Secretary (Education) to the Govt. of Himachal Pradesh vide letter No. EDN-A-Kha (12)-1/2013 dated 25.11.2013 on the subject cited above has conveyed the approval of Government regarding Reporting Authority Reviewing Authority Accepting Authority and Custodian of ACR Dossier in respect of various following categories as under:-

Name of the Department: - DEPARTMENT OF HIGHER EDUCATION

Sr No.	Name of Post	Reporting Authority	Reviewing Authority	Accepting Authority	Custodian of ACR Dossier
1.	Director	Pr. Secretary (Edu)	Chief Secretary/ Minister incharge	Chief Minister	Deptt. of Personnel
2.	Additional Director/Jt. Director	Director	Pr. Secretary	Minister	At Govt. level

	(Adm.)		(Edu)	incharge	
3.	Additional Director/Jt. Director (College)	Director	Pr. Secretary (Edu)	Minister incharge	At Govt. level
4.	Additional Director/Jt. Director (School)	Director	Pr. Secretary (Edu)	Minister incharge	At Govt. level
5.	OSD (College)/Sanskrit	Director	Pr. Secretary (Edu.)	Minister incharge	At Govt. level
6.	Jt. Controller (F&A)	Director (Edu.)	Director (T&A)	Secretary Finance	Deptt. of Finance
7.	S.O. (A) at Directorate	Jt. Controller	Director of Higher Education	Director Cum- Secretary (T&A)	At Directorate of (T&A)
8.	S.O. posted in Distt.	Dy, Director of Higher Education	Director of Higher Education	Director Cum- Secretary (T&A)	At Directorate of (T&A)
9.	Distt Attorney (Edu.)	Director (Edu)	Director Prosecution	Secretary (Home)	At Govt. Level
10.	Principal College	Joint Director (College)	Director	Pr. Secretary (Edu)	At Govt. level
11.	Lecturer College	Principal	Joint Director (College)	Director	At Directorate Level
12.	Dy. Director Schools	Addl./Jt. Director (Admin)	Director (Edu.)	Pr, Secretary (Edu)	At Govt. Level
13.	Asstt. Director	Dy, Director (HQ)	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu.	At Directorate Level
14.	Principal Schools	Dy, Director Concerned Distt.	Addl. /Jt. Director Schools	Director Edu.	At Directorate Level
15.	Headmaster High Schools	Dy, Director concerned Distt.	Addl. /Jt. Director Schools	Director Edu.	At Directorate Level

16.	Lecturers Schools	Principal School	Dy, Director concerned Distt.	Director Edu.	At Directorate Level
17.	Stastician (Edu)	Addl./Jt. Director (Edu)	Addl./Jt. Director (Adm)	Director Edu.	At Directorate Level
18.	Script writer	Dy, Director(HQ)	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu	At Directorate Level
19.	Administrative Officer/ Registrar	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu.	Pr,Secretary (Edu)	At Govt Level
20.	Estt. Officer	Dy. Director District concerned	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu.	At Directorate Level
21.	Superintendent G-I	Branch Officer	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu.	At Directorate Level
22.	Private Secretary	Director Edu.	Principal Secy (Edu)	Minister incharge	At Govt Level
23.	PA/Steno Grapher	Officer Concerned	Addl./Jt. Director (Adm)	Director	At Directorate Level
24.	Superintendent G-II In Directorate	Supdt G-I (Branch Concerned)	Addl./Jt. Director (Adm)	Director Edu.	At Directorate Level
25.	Superintendent G-II Deputy Director Office in District	Supdt G-I / Estt. Officer	Dy. Director District	Director Edu	At Directorate Level
26.	Superintendent G-II In Sr. Sec. School	Principal	Dy. Director District	Director Edu.	At Directorate Level

			concerned		
27.	Ministerial Staff in Directorate	Supdt	Branch Officer	Jt. Director (Admin)	At Directorate Level
28.	Ministerial Staff/other Non teaching staff in Sr. Sec. Sec School	Supdt	Principal	Dy. Director District concerned	At Directorate Level
29.	Lecturer(School)DPE/Science Supervisor	Principal	Dy. Director District concerned	Director Edu.	At Directorate Level
30.	A.D.P.E.O	Dy. Director District concerned	Addl./Jt. Director (Adm)	Director Edu	At Directorate Level
31.	Ministerial Staff in High School	Headmaster	Dy. Director District concerned	Addl./Jt. Director (Adm)	At Directorate Level
32.	Driver	Officer Concerned	Addl./Jt. Director (Adm)	Director Edu.	At Directorate Level
	Staff Posted in Colleges				
33.	Supdt G-II	Principal College	Jt. Director (College)	Addl Director College	At Directorate Level
34.	Sr.Asstt/Clerk/Store Keeper	Supdt	Principal College	Addl Director College	At Directorate Level
35.	Librarian	Principal College	Jt. Director (College)	Addl Director College	At Directorate Level
36.	Asstt Librarian/Restorer	Librarian	Principal College	Addl Director College	At Directorate Level
37.	SLA/JLA/Tabla Player/Museum Asstt./Music Asstt./ Music Instructor/ Mechanic	Head of the Deptt	Principal College	Addl Director College	At Directorate Level
38.	Staff Posted in Public Library				
39.	Chief Librarian/ Librarian	Convener SLPC	Director Edu.	Principal Secretary Edu.	At Govt Level
40.	Asstt. Librarian	Librarian	Convener SLPC	Director Edu.	At Directorate Level

41.	Ministerial Staff	Librarian	Convener SLPC	Addl Director College	At Directorate Level
Staff Posted in NCC Offices					
42.	Supdt G-II	Head Office	Addl Director/Jt (Adm)	Director Edu.	At Directorate Level
43.	Sr. Asstt./Clerk/Lascar/Driver	Supdt	Head Office	Addl /Jt Director (Adm)	At Directorate Level

Therefore, it is directed that necessary action in this regard be also accordingly in future.

04 JAN 2014
o/c

Deh
Director of Hr. Education
Himachal Pradesh Shimla-1

Endst. No. Even dated

Shimla-171001

January 2014

Copy to:

1. The Principal Secretary Education to the Govt. of Himachal Pradesh w.r.t. letter No. EDN-A-Kha(12)-1/2013 dated 25.11.2013 for information please.
2. PA to Director of Higher Education /Monitoring Cell for information please.
3. The Technical officer IT cell to be uploaded in the website.
4. Guard file.

o/c

Deh
Director of Hr. Education
Himachal Pradesh, Shimla-1