

NO: EDN- H (23) 1-3/2012-13 Lect/Pr/HM Gen. Ins.
Directorate of Higher Education
Himachal Pradesh, Shimla-171001
Email: dir.edu@rediffmail.com, acrbr@rediffmail.com
Phone No. 0177-2653120, 2653575, Ext.255 Fax No. 0177-2812882

Dated Shimla, the Jun , 2016

To

All the Deputy. Director of Higher Education
In Himachal Pradesh.



Sub: -
Memo


Submission of ACR's as per time schedule prescribed by the Government.

It is a matter of great regret that despite 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 submitted that on scrutiny of the ACR record it is revealed that the ACRs for the year 2015-16 in respect of teaching staff as per of all the ACR dossiers maintained in this Directorate are still awaited. It seems that in such cases the ACR for the year 2014-15 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 initiate the reports at their own level, in case the officers reported upon do not submit their self appraisal by due date. ACRs sent in future may be arranged **alphabetically showing DOB, DOA, Mobile Number , Sty. No. and dossier No. (if available)** separate forwarding may be used for each categories while sending ACRs.

It is therefore directed that the ACRs for the year 2014-15 if any pending as well as 2015-16, should reach the Directorate by **30th September for teaching staff** through the Reviewing officers concerned who will intern forward the ACRs after review to this Directorate within a week failing which suitable entries will be made in their ACRs which may please be noted.

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



Director of Higher Education
Himachal Pradesh Shimla.
May, 2016

Endst. No Even

Dated Shimla, the

Copy forward for necessary action to :-

1. Addl. Chief Secretary (Edu) to the Government of H.P.
2. The P.A. Cell of Higher Education for information please.
3. Technical officer for uploading for the website please.
4. Guard file


Director of Higher Education
Himachal Pradesh

Certificate

It is certified that as per Record H.P. Board of School Education D/Shala Board result of 10th & 1+2 for the year 2015-16 has been mentioned in ACRs form in respect of Principal/Headmasters working in various Schools in this Distt. Is correct and Verified by the under Sign.

Signature of the Reporting officer/Dy. Director
Name in block letters with Stamp