

NO: EDN- H (23) 1-3/2012-13 Lect/Pr/HM Gen. Ins.  
Directorate of Higher Education  
Himachal Pradesh, Shimla-171001  
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To: Dated Shimla, the June, 2015  
All the Deputy. Director of Higher Education  
In Himachal Pradesh.

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


Memo

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. 30<sup>th</sup> April for Ministerial staff and 30<sup>th</sup> September for teaching staff.

It is submitted that on scrutiny of the ACR record it is revealed that the ACRs for the year 2014-15 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 2013-14 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 2013-14 if any pending as well as 2014-15, should reach the Directorate by 30<sup>th</sup> September for teaching staff and 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.

  
(Dinkar Burathoki)  
Director of Higher Education  
Himachal Pradesh Shimla.  
June, 2015

Endst. No Even Dated Shimla, the

Copy forward for necessary action to :-

1. Addl. Chief Secretary Education to the Government of H.P.
2. Technical officer for uploading for the website please.
3. Guard file.

  
(Dinkar Burathoki)  
Director of Higher Education