

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

Reminder-I

Dated: Shimla the August, 2013

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 District Librarians in H.P.
4. The Central Librarian, Solan.
5. N.C.C. Group Headquarter, Shimla.



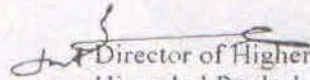
Subject: - Submission of **Completion Certificate** of ACRs of Non-teaching officials and completion certificate thereof for the year 2012-13.

Memo:

In Continuation of this Directorate letter No even dated 16th march, 2013; it is again a matter of regret that in spite of time bound schedule for submission of ACRs in respect of ministerial staff, as per schedule April every year. Some ACRs are still awaited from you, want of which various service matter like ACP/Placement promotion etc could not be initiated well in time which invites court litigation later.

Keeping in view above you are directed to make these ACRs available within 20 days. In father such tendency be avoided. Before forwarding the cases ensure marking of Dossier Number on the ACR form.

Hence, you are directed to send the completion certificate within a month on the Proforma given below.


Director of Higher Education
Himachal Pradesh Shimla-1

COMPLETION CERTIFICATE FOR NON-TEACHING STAFF

It is certified that the ACRs for the year 2012-13 total No. of Non-teaching staff posted inGovt. College/District/NCC Group Head Quarter in HP 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.

Name & Designation