

No. EDN-H (23)1-3/2012-13
Directorate of Higher Education,
Himachal Pradesh, Shimla-171001

Dated: Shimla-171001 the July, 2022

To

1. All the Principals Govt. Colleges/Sanskrit Colleges, H.P.
2. All the Deputy Directors of Higher Education, H.P.

Sub:- Reg. Submitting ACRs timely and filling properly.

Memo

It has come to the notice of undersigned that some employees of the Department of Higher Education are neither submitting their ACRs timely nor are also filling properly. Many a times some employees take the issue of ACR very casually and non seriously. Reporting and reviewing officers are also very casual sometimes about their part with respect to ACRs. Sometimes many points/ columns/parts are not filled and kept blank. Many a times overall assessment part is kept blank by reporting officer. Non seriousness is generally seen about filling and submitting the ACRs. It is also observed that reporting officers/controlling officers sometimes do not verify the facts/figures/results/contributions mentioned in the ACRs by employees.

In this regard, all the concerned are hereby directed/advised to take the issues of ACR filling/submitting/reporting /reviewing very seriously and with utmost care. ACRs should be submitted, reported, reviewed well in time as per time schedule. Lackadaisical approach in this regard shall not be tolerated at all and action as per norms/rules shall be taken against the defaulters.

You are further directed to instruct and sensitise all the government employees under your control about the issues related to ACRs. You personally should see the matter related to ACR issues so that in future there is no lackadaisical approach in this regard and ACRs are properly & timely reported, reviewed and submitted.

This May be treated as most urgent.

Directorate of Hr. Education
Himachal Pradesh.

Endst. No Even Dated Shimla, the July, 2022

Copy forward for necessary action to:-

1. Technical officer for uploading for the website please.
2. Guard file.

Directorate of Hr. Education
Himachal Pradesh.

