

Most urgent

NO: EDN- H (23) 1-3/2012-13  
Directorate of Higher Education  
Himachal Pradesh, Shimla-171001  
Email: dhe-sml-hp@gov.in  
Phone No. 0177-2653120, 2653575, Ext.255 Fax No. 0177-2812882

Dated: Shimla, the 16 August, 2024

To

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

Sub: -  
Sir,

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

It is a matter of great concern that despite repeated instructions the Annual confidential Reports of teaching staff working under your control are not being initiated strictly in accordance with the time schedule prescribed by the Government i.e. before **30<sup>th</sup> September every year.**

On scrutiny of the ACR record it has been found that many of the ACRs for the year 2022-23 in respect of teaching staff as per the ACR dossiers maintained in this Directorate are still awaited. It seems that in such cases, the ACRs for the year 2022-23 either have not been initiated or self-appraisal is not done by the concerned Government servants. For ensuring timely completion to ACRs, the matter should be personally look into by the concerned heads of the Institutions at Instituté level and Deputy Directors at District level. Action against the defaulters be initiated as per rule if not complying with the instructions/ direction of higher authority. Any kind of lackadaisical approach in this regard shall not be tolerated. Annual increment of the defaulters can be stopped. It is for the head of the institutions and Deputy Directors of the concerned district to see the matter with full seriousness. 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 letter may be used for each categories of the cadre while sending ACRs. It is therefore directed that the ACRs for the year i.e. 2020-21 to 2022-23 if any pending should be sent immediately and those for 2023-24 should reach the Directorate by **30<sup>th</sup> September 2024 for teaching staff** through the Reviewing officers concerned who in turn will forward the ACRs after reviewing to this Directorate. Suitable entries should be make in their ACRs and proper record of ACRs be maintained at institution and District level in the office of Deputy Director.


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


Endst. No Even

Dated Shimla, the

Copy forward for necessary action to :-

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

  
+ Director of Higher Education  
Himachal Pradesh Shimla-1  
August, 2024

  
+ Director of Higher Education  
Himachal Pradesh Shimla-1