Most urgent

NO: EDN- HE (12) 1-4/2025-26 Misc.ACR
Directorate of Higher Education
Himachal Pradesh, Shimla-171001
Dated: Shimla, the August, 2025

To

All the Principals ,
Govt. Degree College/ Skt. College
in Himachal Pradesh.

Sub: - 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 / non-teaching staff working under your control are not being sent strictly in accordance with the following time schedule prescribed by the Government :-

Sr. No.	Categories	Time Schedule
1	Teaching Staff	**Before 30th September every year**
2	Non- Teaching Staff	**Before 30th April every year**

On scrutiny of the ACR record it has been found that many of the ACRs in respect of teaching staff and non- teaching staff as per the ACR dossiers maintained in this Directorate are still awaited. For ensuring timely completion of ACRs, the matter should be personally looked into by the concerned Head of the Institution / reporting officer at Institute level through proper channel . 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.

ACRs sent in future may be arranged **alphabetically showing DOB, DOA, Mobile Number as well as Sty. No. and dossier No. (if available)** separate forwarding letter may be used for each category of the cadre while sending ACRs . It is therefore, directed that the ACRs for the previous years if any should be sent immediately. The ACRs for the year 2024-25 should reach this Directorate as per above time scheduled.

This may be given personal attention.

-Sd-
Director of Higher Education
Himachal Pradesh Shimla-1

Endst. No Even Dated Shimla, the August, 2025

Copy forwarded for necessary action to :-

1. The Director of School Education , Himachal Pradesh Shimla -1
2. The Technical officer IT Cell to upload in the official website please.
3. Guard file.

शिक्षा निदेशालय उच्चतर हि0प्र0
27 AUG 2025
शिमला–1

Director of Higher Education
Himachal Pradesh Shimla-1