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3.1 DEC 2018

"Confidential"

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

4849  
21/1/19

Dated Shimla, the December, 2018

To

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

Sub: -

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


Memo

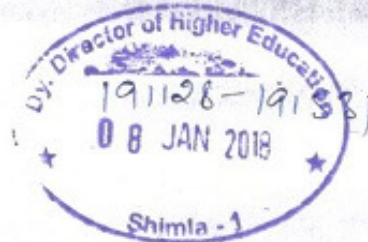
It is a matter of great regret that despite repeated instructions the Annual confidential Reports of teaching/ non-teaching staff working under your control are not being initiated strictly in accordance with the time schedule prescribed by the Government i.e. 30<sup>th</sup> September for teaching staff.

It is submitted that on scrutiny of the ACR record it is revealed that the ACRs for the year 2017-18 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 2017-18 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 cadre while sending ACRs. It is therefore directed that the ACRs for the year 2016-17 if any pending as well as 2017-18, should reach the Directorate by 20<sup>th</sup> January 2019 for teaching staff through the Reviewing officers concerned who will intern forward the ACRs after review to this Directorate 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.

Woj  
Smt. Sanku  
21/1/19

  
Director of Higher Education  
Himachal Pradesh Shimla-1



O/o the DDHE Shimla  
Endst No Shiksha -sm[1-4] ACRS- 2017- 2018

Copy forward to;-----

- [1] Director Higher Education, Shimla for information.
- [2] All the Principa GSSS / Headmaster GHS Distt Shimla for information & necessary action.

*o/c* Dy. Director Higher Education  
Shimla Sustt. Shimla 171001 *8/1/19*