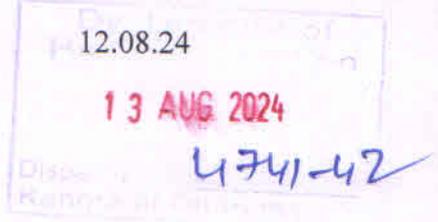


No. EDN-KGR(G-3)ACR/2024  
Office of the Deputy Director of Higher Education,  
Kangra at Dharamshala.

Dated Dharamshala-176215



To

All the Principals/Headmasters,  
Govt.Sr.Sec./High Schools.  
Distt. Kangra

**Subject:-** Regarding submission of ACRs in r/o Teaching Staff for the year 2023-24.

Memo,

In this context, you are directed to submit the ACRs of all Regular teaching employees working under your control before 30<sup>th</sup> august, 2024 to this office, So that all the ACRs must reach DHEHP Shimla as per schedule i.e 30<sup>th</sup> September teaching staff respectively every year without fail.

You, are therefore, directed to send ACRs of Regular Teaching staff for the year 2023-24 with **Date of Birth, Date of first appointment (Regular), Seniority No., Dossier Number and Mobile Number, PMIS No., Last three station alongwith Period** mentioned in the ACR and also submit the Completion Certificate on or before 30<sup>th</sup> August, 2024 positively.

**Note:-** DDO's must check the ACRs form properly before sending to this office, many of ACRs are not filled properly and not signed by the applicant and DDOs, many of ACRs received by this office without stemp of Reporting officer. So ensure proper scrutiny of ACR's before forwarding the case. The ACRs of Non-teaching staff for the year 2023-24 who have not sent earlier also send to this office without fail.

  
Dy. Director of Higher Education  
Kangra at Dharamshala

Endst. No. Even Dharamshala-176215  
**Copy forwarded to :**

1. The Nodal Officer to upload the same on departmental website.
2. Guard File.

  
Dy. Director of Higher Education  
Kangra at Dharamshala