

Handwritten notes and signatures in green ink at the top left of the page.

NO: EDN- H (23) 1-6/98-ACR-G-VOL-11  
Directorate of Higher Education  
Himachal Pradesh, Shimla-171001

Most urgent

Dated: Shimla, the

August, 2024

1. All the Principals,  
Govt. Degree College/ Skt. College  
in Himachal Pradesh.
2. All the Deputy Director of Higher Education  
In Himachal Pradesh.

Stamp: Dy. Director of Higher Education  
Date: 05 SEP 2024  
Sub: 4864

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 initiated strictly in accordance with the following time schedule prescribed by the Government .

Sr. No.	Categories	Time Schedule
1	Teaching Staff	Before 30 <sup>th</sup> September every year
2	Non- Teaching Staff	Before 30 <sup>th</sup> 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 look into by the concerned Head of the Institution / reporting officer at Institute 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.

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 2023-24 should reach this Directorate as per above time scheduled.

This may be given personal attention.

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

Endst. No Even Dated Shimla, the

Copy forward for necessary action to :-

1. The Director of Elementary Education Shimla-1
2. Technical officer for uploading for the website please.
3. Guard file.

Stamp: Director of Higher Education  
Date: 05 SEP 2024  
Signature: 5947-48

EDN-KGR(G-3) ACR's/2024-  
O/o Deputy Director of Higher Education  
Kangra at Dharamshala

29 AUG 2024

Dated Dharamshala-176215

Copy forwarded to :-

1. All the Principal/ HM, GSSS/ GHS Distt. Kangra for information and further necessary action and also directed to submit the ACR's of Teaching Staff and Non teaching Staff (if any) for the year 2023-24 to this Office along with pending ACR's i.e. 2020-21 to 2022-23 if any.
2. The Director of Higher Education Shimla for information.

Signature  
Dy. Director of Hr. Education  
Kangra at Dharamshala