

07-3

CE09373/086121

NO: EDN-H (24) Lett /ACR/2024-25(Return).
Directorate of Higher Education
Himachal Pradesh, Shimla-1711001
Dated: Shimla, the

April 2026

Directorate of School Education
17 APR 2026
Himachal Pradesh, Shimla-171001

To
04 MAY 2026
2543

The Deputy Director School Education (Sec),
Kangra at Dharamshala, Himachal Pradesh

Subject: - Return of APARs/ACRs for compliance and certification as per prescribed procedure.

Memo

With reference to this office letter of even dated 20-04-2026 regarding submission of integrated certificate of previous years APARs/ACRs of teaching and Non-teaching employees.

In this regard, the 131 No's of APARs/ACRs of previous years received from your office are hereby returned as the same have not been submitted in accordance with the instruction issued by this Directorate dated 20-04-2026.

You are directed to ensure that the said APARs/ACRs are treated as reconstructed cases and are duly verified and certified by the reporting Officer strictly as per Annexure-A and B.

The complete and duly certified APARs/ACRs are resubmitted within two days after receiving of this letter.

Therefore you are requested to ensure strict compliance of these instructions in letter and spirit

This may be treated as MOST URGENT.

Director School Education (ESB)
Himachal Pradesh Shimla-1

Encls:- Annexure "A&B"

Enclst. No Even

Dated Shimla, the

April 2026

Copy forward for necessary action to:-

1. All the Principals of School Education, Himachal Pradesh for compliance please.
2. Technical officer for uploading for the website please.
3. Guard file

EDN-KGR (07-3) ACR/2025-26/
To Dy. Director of School Education (Sec)
Kangra at Dharamshala.
Dt. Dharamshala

Deputy Director of School Education (Sec)
Himachal Pradesh
07 MAY 2026
Dispatch No. 1513
Kangra at Dharamshala

07/05/2026

Copy to:-
① All the concerned principals of class Dist. Kangra are hereby directed to submit the Annexure A & B (as per list enclosed) in connection with ACR's for ACP cases within two days by land to this office. (Do not send ACR'S only submit Annexure A & B for the mentioned cases)
② The Director of School Education Shimla for information please

Dy. Director of School Education (Sec.)
Kangra at Dharamshala.

MOST URGENT

No. EDN-H (23)1-3/13-14 Gen. Inst.
Directorate of Higher Education
Himachal Pradesh, Shimla-171001
Dated: Shimla, the

Directorate of School Education 20 APR 2023 April, 2026 Himachal Pradesh, Shimla-171001
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To

All the Deputy Directors of School Education, (Sec)
Himachal Pradesh

Subject:

Submission of Integrated Certificate in ACRs/APARs of teaching and non-teaching employees

Memo

It has been observed that APARs/ACRs pertaining to previous years are being submitted to this Directorate without due verification, reporting and review by the competent authorities. Such submissions, lacking procedural compliance, defeat the very purpose of maintaining authentic and reliable service records.

In this context, all APARs/ACRs pertaining to earlier years that are being submitted at this belated stage shall be treated as reconstructed APARs/ACRs and must undergo strict verification. Accordingly, the following procedure shall be adhered to henceforth:

- 1. The Reporting Officer shall verify and certify whether the APARs/ACRs being reconstructed at this belated stage were not initiated at all, or though initiated, were not reported upon. It shall also be clearly indicated whether such records are lost, untraceable or missing for any reason. A specific certificate to this effect shall be furnished by the Reporting Officer along with the reconstructed APARs/ACRs in the format enclosed as **Annexure A**.*
- 2. In cases where APARs/ACRs were initiated but are presently not traceable or have been lost, the Reporting Officer shall certify, based on the available records of the relevant year, that no vigilance case, departmental proceedings, penalty or action under CCS (CCA) Rules was pending or imposed against the official concerned during the period under report. Such certification shall be furnished in the format enclosed as **Annexure B**. Thereafter, the APARs/ACRs, duly recorded and certified, shall be submitted to the next higher authority for further necessary action.*

All Principals and Heads of Institutions shall ensure strict compliance of the above instructions in letter and spirit.

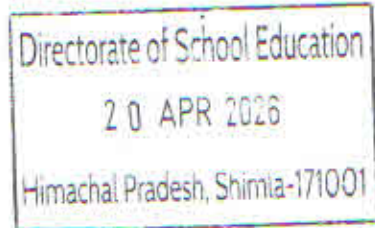
This may be treated as most urgent.


Director School Education
Himachal Pradesh, Shimla
April, 2026

Endst. No. Even Dated: Shimla, the
Copy forwarded for necessary action to:

1. All the Principals/Head Masters of School Education, Himachal Pradesh for strict compliance.
2. All BEEOs/CHTs through Deputy Director School Education (Elementary), Himachal Pradesh
3. In-Charge, IT Cell of this Directorate for uploading on the official website.
4. Guard file.


Director School Education
Himachal Pradesh, Shimla




20/4/26

Annexure A
(Certificate regarding reconstruction of APARs/ACRs)

Certified that the APAR/ACR in respect of Sh./Smt./Ms. _____
_____ for the _____ Designation
_____ is being reconstructed at this belated stage.

It is further certified that:

1. *The said APAR/ACR was not initiated earlier or though initiated, the same was not reported or reviewed.*
2. *The original APAR/ACR record is not available due to the following reasons: Lost or not traceable or missing or any other reason. (Specify below).*

3. *The reconstruction of the APAR/ACR has been carried out on the basis of available official records, documents and other relevant material.*
4. *The information recorded in the reconstructed APAR/ACR is true and correct to the best of my knowledge and belief and is based on verifiable records.*

Signature of Reporting Officer

Name _____

Designation _____

Office _____

Date _____

Annexure B

(Certificate regarding vigilance and disciplinary status for reconstructed APARs/ACRs)

Certified that the APAR/ACR in respect of Sh./Smt./Ms.
_____, Designation
_____, for the period
_____ was initiated earlier but is presently not
traceable or has been lost.

As per the available records of the relevant period, it is hereby certified that:

1. *No vigilance case was pending or contemplated against the official during the period under report.*
2. *No departmental proceedings were pending or initiated against the official during the said period.*
3. *No penalty under CCS (CCA) Rules was imposed or pending against the official during the said period.*
4. *No disciplinary or vigilance related matter having a bearing on the assessment of the APAR/ACR has been noticed from the available records.*

Signature of Reporting Officer
Name

Designation

Office

Date

Sr. No	Dossier No	Name Of Lecture	Subject	Name Of School	ACRs Year for Annexure A& B (Do not send any ACR)
1	A-910	Ajama Devi	Skt.	GSSS Sakri(Bajjnath)	2016-17, 2017-18, 2018-19
2	A-967	Anita Shrma	Comm.	GSSS Deol	2016-17, 2017-18, 2018-19
3	A-978	Ajay Kumar	Maths	GGSSS Praggpur	2016-17, 2017-18, 2018-19
4	A-1168	Arvind Dhadwal	Maths	GSSS Sanghol	2016-17, 2017-18, 2018-19
5	A-1655	Amit Gupta	Maths	GSSS Rait	2016-17, 2017-18, 2018-19
6	A-1670	Aarti Choudhary	Comm.	GSSS Rajiana	2016-17, 2017-18, 2018-19
7	A-2192	Ashwani Kumar Guleria	Pol. Science	GSSS Matlahar	2018-19, 2019-20, 2020-21
8	A-2408	Additi Thanwal	Hindi	GSSS Sahaura	2016-17, 2017-18, 2018-19
9	B-935	Baljit Singh	Maths	GSSS Zamanbad	2016-17, 2017-18, 2018-19
10	C-203	Charan Singh	Skt.	GSSS Charri	2016-17, 2017-18, 2018-19
11	C-247	Chanderrekha	Hindi	GSSS Bagli	2016-17, 2017-18, 2018-19
12	D-701	Dimple Kumar	Maths	GSSS Rajhoon	2016-17, 2017-18, 2018-19
13	J-515	Jeewan Kumar	Maths	GSSS Shahpur	2016-17, 2017-18, 2018-19
14	K-807	Kumar Gaurav	Phy.	GSSS Lohardi	2016-17, 2017-18, 2018-19
15	K-1118	Kartar Chand	Comm.	GSSS Kachhiari	2016-17, 2017-18, 2018-19
16	K-1148	Rajil Dev	Maths	GSSS Purara Kangra	2016-17, 2017-18, 2018-19
17	M-829	Manita Kumari	Music	GSSS Shahpur	2016-17, 2017-18, 2018-19
18	M-1130	Manohar Singh	Phy.	GSSS Rey	2016-17, 2017-18, 2018-19
19	N-787	Nidhi Sharma	Bio.	GSSS Nagrota Surian	2016-17, 2017-18, 2018-19
20	N-871	Narender Singh	Maths	GSSS Raja Ka Talab	2016-17, 2017-18, 2018-19
21	P-1129	Pradeep Kumar	Maths	GSSS Manali	2016-17, 2017-18, 2018-19

22	P-1221	Prem Lata	Eco.	GSSS Rajol	2016-17, 2017-18,2018-19
23	R-1998	Rajeev Kumar	Hindi	GSSS Baranda	2015-16, 2016-17,2017-18
24	R-370	Rajesh Mohri	Phy.	GSSS Sadwan	2016-17, 2017-18,2018-19
25	R-2558	Rajiv Kumar	Maths	GSSS Rehan	2016-17, 2017-18,2018-19
26	S-4149	Sher Singh	Chem.	Bhatoli Phakorian	2016-17, 2017-18,2018-19
27	S-4196	Sapna Kumari	Skt.	GSSS Matour	2016-17, 2017-18,2018-19
28	S-4267	Sanjeev Kumar	Maths	GSSS Thakurdwara	2016-17, 2017-18,2018-19
29	S-4277	Shalini patial	Maths	GSSS Rey	2016-17, 2017-18,2018-19
30	S-4319	Sonu Bala	Hindi	GSSS Kachhiari	2016-17, 2017-18,2018-19
31	S-4656	Sapana Dhiman	Chem.	DIET Kangra At D/Shala	2016-17, 2017-18,2018-19
32	S-4712	Shashi Paul	Maths	GSSS Gangath	2016-17, 2017-18,2018-19
33	S-4832	Surinder Pal	Eng.	GSSS Sakout	2016-17, 2017-18,2018-19
34	S-6262	Sanjay Kumar	Comm	Bharoli Kohala	2016-17, 2017-18,2018-19
35	V-550	Veenu Thakur	Pol. Science	GSSS Sansal	2017-18, 2018-19, 2019-20
36	A-967	Anita Sharma	Comm.	GSSS Paprola	2019-20, 2020-21,2022-23
37	B-698	Bhagwan Singh	Comm.	GSSS Garli	2007-08, 2008- 09,2009-10,2010-
38	A-929	Ashok Kumar	His.	GSSS Bhugnara	2019-20,202-21,2021- 22,2022-23
39	A-1441	Anu Gill	Bio.	GSSS Tiara	2019-20, 2020-21, 2021-22,2022-23
40	A-1167	Ashi Sood	Eco.	GSSS Sanghol	2018-19,2019-20,2020
41	A-1047	Atul Sharma	Computer Science	GSSS Tiara	2019-20,2020-21,2021 22,2022-23