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No. EDN-HE (23) 1-8/2017-Comp.Certificate  
Directorate of Higher Education  
Himachal Pradesh. Shimla-1.

Dated: Shimla-171001 the September, 2018

To

1. All the Principals. Govt. Degree Colleges, College of Education, Dharamshala(Kgr), Sanskrit Colleges and SCERT, Solan in H.P.
2. All the Deputy Director of Higher Education in H.P.
3. All the District Librarians in H.P.
4. The Central State Library, Solan in H.P.
5. N.C.C. Group Headquarter, Shimla-4.


Subject: -  6. The Technical officer, IT-cell to update in the website.  
Submission of ACRs for the year 2017-18 in r/o Non-Teaching Staff & Completion Certificate

Memo:

In Continuation of this Directorate letter No.even dated: 02<sup>nd</sup> April, 2018, it is a matter of regret that inspite of time bound schedule for submission of Annual Confidential Reports in respect of ministerial staff, as per schedule April of every year. Some ACRs from several institutions are still awaited. This delay effects to various service matters like ACPs/Placements/Promotions etc. Which could not be initiated well in time which invites court litigation later on.

Keeping in view the above, you are once again directed to send the pending Annual Confidential Reports of the staff of your institution to this Directorate on or before 05-10-2018 positively. In future such tendency be avoided. Before forwarding the ACRs Dossier Number may also please be recorded.

Further you are directed to send the completion certificate on the Performa as given below.

  
Jt. Director of Hr.Edu(College)  
Himachal Pradesh

**COMPLETION CERTIFICATE FOR NON-TEACHING STAFF**

It is certified that the ACRs for the year 2017-18 total No.....of Non-teaching staff posted in .....Govt. College/District/NCC Group Head Quarter in H.P has been completed in all manner and further has been submitted to this Directorate of Higher Education Himachal Pradesh for further necessary action vide letter No.....Dated.....It is also submitted that there is no pending ACRs as stated above till date.

Name & Designation

विद्या विवेकानन्द विश्वविद्यालय  
24 SEP 2018