

No. EDN-HE (23) 1-6/98- Gen
Directorate of Higher Education
Himachal Pradesh. Shimla-1.

Dated: Shimla-171001 the August, 2017

To

1. All the Principals. Govt. Degree Colleges, College of Education, Sanskrit Colleges and SCERT, Solan in H.P.
2. All the Deputy Directors 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.

21 AUG 2017


Subject: - Submission of ACRs for the year 2016-17 in r/o Non-Teaching Staff & Completion Certificate

Memo:

In Continuation of this Directorate letter No. even dated: 10th march, 2017, 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 25-08-2017 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.


Director of Hr. Education
Himachal Pradesh

COMPLETION CERTIFICATE FOR NON-TEACHING STAFF

It is certified that the ACRs for the year 2016-17 total No.....of Non-teaching staff posted inGovt. 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 HP 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