

NO: EDN- H (23) 1-3/2012-13 Gen. Ins.
Directorate of Higher Education
Himachal Pradesh, Shimla-171001



To Dated Shimla, the 3 August, 2013

1. All the Deputy. Director of Higher Education
In Himachal Pradesh .

Sub: - Submission of ACR's as per time schedule prescribed by the Government.

Memo


It is a matter of great regret that despite repeated instructions the Annual confidential Reports of teaching/ non-teaching staff working under your control are not being initiated strictly in accordance with the time schedule prescribed by the Government i.e. **30th April for Ministerial staff and 30th September for teaching staff.**

It is submitted that on scrutiny of the ACR record it is revealed that the ACR for the year 2012-13 in respect of most of the employees of all the categories whose ACR dossiers are maintained in this Directorate are still awaited. It seems that in such cases the ACR for the year 2012-13 have not either been initiated or self-appraisal not been submitted by the concerned Government servants. With a view to ensuring timely completion to ACRs the Reporting Officer should initiate the reports at their own level, in case the officers reported upon do not submit their self appraisal by due date. ACRs sent in future may be arranged **alphabetically showing DOB, DOA, and Sty. No. and dossier No. (if available)** separate forwarding may be used for each categories while sending ACRs.

It is therefore directed that the ACRs for the year 2012-13 if any, as well as 2011-12, should reach the Directorate by **30th April for Ministerial staff and 30th September for teaching staff** and through the Reviewing officers concerned who will intern forward the ACRs after review to this Directorate within a week failing which suitable entries will be made in their ACRs which may please be noted.

This may be given your personal attention, as the Government has taken very serious view of this lapse.

Yours faithfully,


Director of Higher Education
Himachal Pradesh Shimla.
August, 2013

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Copy forward for necessary action to :-

1. The Director of Elementary Education, Himachal Pradesh Shimla for information and appropriate action please.
2. The Monitoring Cell of Higher Education for information please.
3. Technical officer for uploading for the website please.
4. Guard file.


Director of Higher Education
Himachal Pradesh