

No-EDN-U(E-7)ACRs(Lecturers/PGTs/DPEs 2018/- 11928
Office of the Deputy Director Higher Education,
Una Distt Una(HP)
Dated Una 174303 28/05/2019
Email ddhe-una-hp@gov.in Ph No 01975223850

To

✓ All the Principals,
GSSS Una Distt Una(HP)

Subject:- Submission of A.C.R.s as per Time Schedule Prescribed by the Government
Memo,


Please refer to the Directorate of Higher Education Shimla vide Letter No. EDN-H(23) 1-3/2012-13 Dated 10 May,2019 regarding subject cited above.

It is a matter of great regret that despite repeated instructions the Annual Confidential Reports of **Regular Lecturers/PGTs/DPEs** working under your control are not being initiated strictly in accordance with the time schedule prescribed by the Department. So the Principals who have not submitted the ACRs of PGTs/Lecturers/DPEs for the year 2017-18 so far if pending as well as 2018-19 should reach this office by **15th of June, 2019** along with format as mentioned below. **The Suitable entries like Mobile No, Seniority No. & Dossier (if available), PMIS Code must be mentioned at the Top on each ACR of the Concerned Official and as well as on forwarding Letter. ACRs will not be accepted without forwarding Letter. Any laxity at your end will be viewed seriously.**

SN	School Name	Name of the Official & Designation	Date of Birth	Date of Appointment	Seniority No	Dossier No if any	PMIS Code	Mob No
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Completion Certificate for Teaching Staff to be attached by Principal

It is certified that the ACRs of Lecturers/PGTs/DPEs for the year 2018-19 posted in this School have been completed in all manner and further has been submitted to the Deputy Director of Higher Education H.P for further necessary action. It is also submitted that there is no pending ACRs as stated above till dated.


Deputy Director of Higher Education,
Una Distt Una(HP)

Copy to-

1. The Director Higher Education Shimla for information please.


Deputy Director of Higher Education,
Una Distt Una(HP)