

## 4.8 Timely Submission of ACRs

## 4.8 Timely Submission of ACRs.

Registered Post  
Confidential

No. EDN- GDC-JKL-(ACRs.)12/ 2024-25- 197

Office of the Principal Govt. College Jukhala

District Bilaspur (Himachal Pradesh)

Ph. No. - 01978-286201, Email: [principalgciukhala@gmail.com](mailto:principalgciukhala@gmail.com)

Dated: Jukhala -174033, the 06- October , 2025

To

The Director of Higher Education  
Himachal Pradesh  
Shimla-171001

Subject: - Submission of ACR's in r/o Associate / Assistant Professor's for the year 2024-2025.

Respected Sir,

Kindly find enclosed herewith the ACR's of following Associate /Assistant Professor's working in this institution for the year 2024 -2025 in r/o Teaching Staff of Govt. College Jukhala who has been worked during the year 2024-2025 under the establishment of undersigned.

Govt. Degree College Jukhala

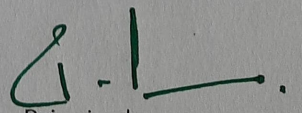
S. No. Name of Employee

Designation

- |                        |                                       |
|------------------------|---------------------------------------|
| 1) Dr. Kashmir Singh   | Associate Prof. in Music -V           |
| 2) Sh. Vinod Kumar     | Assistant Prof. in Physical Education |
| 3) Sh. Rajendra Singh  | Assistant Prof. in Commerce           |
| 4) Sh. Raj Kumar       | Assistant Prof. in Physics            |
| 5) Sh. Prem Chand      | Assistant Prof. in English            |
| 6) Sh. Rajesh Thakur   | Assistant Prof. in Hindi              |
| 7) Sh. Ram Prakash     | Assistant Prof. in Chemistry          |
| 8) Mrs Dimpal          | Assistant Prof. in Chemistry          |
| 9) Sh. Virender Kumar  | Assistant Prof. in Commerce           |
| 10) Sh. Devendra Singh | Assistant Prof. in Zoology            |

This is for your information & necessary action please.

Encls: ACR's - 10 Nos.

  
Principal  
Govt. College Jukhala  
District Bilaspur (H.P.)

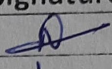
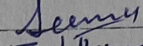
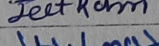
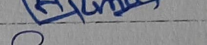
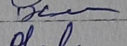
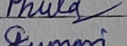
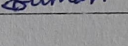
Most Urgent/ Time Bound

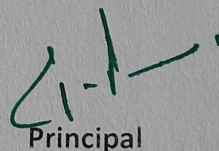
NO- EDN-GDC-JKL (ACRO 12/205-26 Dated : 08-04-2025

O/O The Principal Govt. College Jukhala Distt. Bilaspur H.P.

**Office Order**

The following employees of this college are directed to fill up **their Annual Confidential Report forms** immediately and submit the same **to the office of undersigned up to 15 April, 2025 positively.** So that ACR,s forms could be signed in time & remarks could be entered on them which will be sent to higher authority for further necessary action within stipulated time period.

Sr. No	Name of Employee	Designation	Signature
1.	Sh. Nand Lal	Sr. Assistant	
2.	Smt. Seema Devi	Assistant Librarian	
3.	Sh. Jeet Ram	L.A.	
4	Sh. Santosh Kumar	L.A.	
5	Sh. Prem Lal	L.A.	
6	Smt. Phula Devi	L.A.	
7.	Smt. Santosh Kumari	L.A.	



Principal

G.C. Jukhala

Distt. Bilaspur H.P.

Registered Post  
Confidential

No. EDN- GDC-JKL-(ACRs.)12/ 2023-24-17  
Office of the Principal Govt. College Jukhala  
District Bilaspur (Himachal Pradesh)  
Ph. No. - 01978-286201, Email: [principalgcjukhala@gmail.com](mailto:principalgcjukhala@gmail.com)

Dated: Jukhala -174033, the 12<sup>th</sup> April, 2025

To

The Director of Higher Education  
Himachal Pradesh  
Shimla-171001

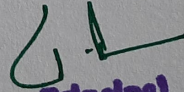
Subject: - Submission of ACR's in r/o Ministerial Staff for the year 2024-25.  
Respected Sir,

Kindly find enclosed herewith the ACR's of following Ministerial Staff working in this institution for the year 2024-25 along with the ACR's which is sent to your office and further necessary action please.

Govt. Degree College Jukhala

S.No.	Name of Emp.	Designation
1	Sh. Nand Lal	Senior Assistant
2.	Smt. Seema Devi	Assistant Librarian

Encls: ACR's - 02 Nos.

  
Principal  
Govt. College Jukhala  
District Bilaspur (H.P.)

Registered Post

No. EDN- GDC-JKL-(ACRs.)12/ 2023-24- / 8

Office of the Principal Govt. College Jukhala

District Bilaspur (Himachal Pradesh)

Ph. No. - 01978-286201, Email: [principalgcjukhala@gmail.com](mailto:principalgcjukhala@gmail.com)

Dated: Jukhala -174033, the 12<sup>th</sup> April , 2025

To

The Dy. Director of Higher Education  
Bilaspur District Bilaspur H.P.

Subject: - Submission of ACR's in r/o LA's for the year 2024-25.

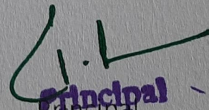
Respected Sir,

Kindly find enclosed herewith the ACR's of LA's working in this institution for the year 2024-25 for your information and further necessary action please.

**Govt. Degree College Jukhala**

S.No.	Name of Emp.	Designation
1	Sh. Jeet Ram	LA
2	Sh. Phula Devi	LA
3	Sh. Prem Lal	LA
4	Sh. Santosh Kumar	LA
5	Smt. Santosh Kumari	LA

Encls: ACR's – 05 Nos.

  
Principal  
Govt. College Jukhala  
District Bilaspur (H.P.)

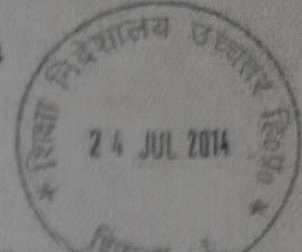
No. EDN-H (23) 1-2/2012-13 College Principal's  
Directorate of Higher Education  
Himachal Pradesh Shimla-1  
Email: [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com), [acrbr@rediffmail.com](mailto:acrbr@rediffmail.com)  
Phone No. 0177-2653120, 2653575, Ext.255 Fax No. 0177-2812882

To

Dated Shimla, the

July 2014

All the Principal,  
Govt. Degree Colleges/Sanskrit Colleges  
in HP.




Subject:-

Submission of self-appraisal report in r/o Principals College Cadre 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 with the time schedule prescribed by the Government i.e. 30<sup>th</sup> April for Ministerial staff and 30<sup>th</sup> September for teaching staff.

In this connection, you are also requested to send the self-appraisal report for the year 2013-14 to this Directorate for office record & other service benefits. Proforma of ACR report of College Principal is enclosed. Proforma of ACR is already available in the official website. ([www.educationhp.org](http://www.educationhp.org)).

  
(Shashi Bhushan Sekhri)  
Director of Higher Education  
Himachal Pradesh.

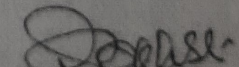
Endst. No. even

Dated:

Shimla-1

July 2014

1. The Principal Secretary, Education to the Govt. of Himachal Pradesh Shimla-2 for information please.
2. Technical officer for uploading for the website please.
3. Guard file.

  
Director of Higher Education  
Himachal Pradesh

not. 2.1 15/5/2024

Govt. College Jalandhar  
Dy. No. 546  
Dated 15/5/2024  
Dist. Jalandhar

NO.EDN-H (23) -I-10/12-13 College Lecturers Voll. VII  
Directorate of Higher Education  
Himachal Pradesh Shimla.  
Email: [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com), [acrbr@rediffmail.com](mailto:acrbr@rediffmail.com)  
Phone No. 0177-2653120, 2653575, Ext.255 Fax No. 0177-2812882

To Dated: Shimla, the May, 2024

All the Principals,  
Govt. Degree Colleges/ Skt. College  
in Himachal Pradesh.

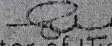
15 MAY 2024

Subject: - Submission of Awaited ACR's of Associate Professor (College Cadre).

Memo:

On scrutiny of the ACR record it has been found that many of the ACRs in respect of teaching staff as per the ACR dossier maintained in this Directorate are still awaited. It seems that in such cases, the ACRs have not been initiated or self appraisal is not done by the concerned Government servants. For ensuring timely completion to ACRs, the matter should be personally looked into by the concerned heads of the institutions at institute level. This may be given your personal attention, as the Department has taken very serious view of this lapse.


You are therefore, directed to send the ACR with API Score of Associate Professor under your control as per list enclosed within five days to this Directorate.

  
Addl. Director of Higher Education(C)  
Himachal Pradesh

Endst: No. even dated: Shimla-171001 the May, 2024

Copy to:-

1. The Supdt. College Branch Directorate of Higher Education w.r.t. U. No. EDN-H (8) 3-82/85-IV dated 05.01.2024 for information please.
2. Technical officer for uploading in the official e-mail please.
3. Guard file.

  
Addl. Director of Higher Education(C)  
Himachal Pradesh

संख्या शिक्षा ई0डी0एन-एच(23)1-6/98-सामान्य निर्देश  
उच्च शिक्षा निदेशालय,  
शिमला, हिमाचल प्रदेश ।

दिनांक: शिमला-171001

मार्च, 2024

सेवा में

समस्त प्राचार्य,  
राजकीय महाविद्यालय हिमाचल प्रदेश ।  
समस्त प्राचार्य,  
राजकीय संस्कृत महाविद्यालय हि0 प्र0 ।  
समस्त प्रधानाचार्य,  
समस्त उप शिक्षा निदेशक, (उच्चतर शिक्षा)  
हिमाचल प्रदेश ।  
डाईट हिमाचल प्रदेश ।  
गुप कमांडर,  
एन.सी.सी. हेडक्वार्टर शिमला ।  
समस्त कमांडिंग ऑफिसर, हिमाचल प्रदेश ।  
समस्त पुस्तकालयध्यक्ष, हिमाचल प्रदेश ।

10 APR 2024

विषय:- अधिकारियों एवं लिपिक वर्गीय कर्मचारियों की वर्ष 2023-24 की  
वार्षिक गोपनीय रिपोर्ट भेजने बारे ।


ज्ञापन:-

उच्च शिक्षा निदेशालय के अधीनस्थ कार्यरत अधिकारियों एवं लिपिक वर्गीय कर्मचारियों की वर्ष 2023-24 की गोपनीय रिपोर्ट लिखने बारे सरकार द्वारा निर्धारित की गई समय सारणी के अर्न्तगत अप्रैल माह में सभी कर्मचारियों की गोपनीय रिपोर्ट निदेशालय को प्रेषित की जानी है। यहां यह भी उल्लेखनीय है कि उच्चतर शिक्षा निदेशालय के अधीनस्थ कुछ शिक्षा संस्थानों से गोपनीय रिपोर्ट समय पर प्रेषित नहीं की जा रही है केवल पदोन्नति के समय ही पिछले कई वर्षों की प्रेषित कर दी जाती है जिसके कारण यहां डी0पी0सी0 या अन्य सेवा सम्बन्धी मामले निपटाने में अनावश्यक विलम्ब होता है । गोपनीय रिपोर्ट लिखते समय रिपोर्टिंग अधिकारी यह सुनिश्चित करें कि क्या कर्मचारी द्वारा गोपनीय रिपोर्ट फार्म में अपना सेवा विवरण सही भरा गया है या नहीं । अपने अधीनस्थ सभी कर्मचारियों की गोपनीय रिपोर्ट वर्णानुक्रम/श्रेणा बार (Alphabetically/Category Wise) जन्म तिथि (D.O.B) प्रथम नियुक्ति (D.O.A) Dossier Number, Mobile Number, निदेशालय को प्रेषित करें। यदि कोई कर्मचारी/अधिकारी अपनी गोपनीय रिपोर्ट निर्धारित समय पर प्रेषित नहीं करते हैं तो इस स्थिति में रिपोर्टिंग अधिकारी स्वयं अपने स्तर पर उनकी गोपनीय रिपोर्ट भरकर पुनर्विलोकन अधिकारी (Reviewing officer) को प्रेषित करें तथा उन कर्मचारियों/अधिकारियों पर विभाग द्वारा अनुशासनात्मक कार्यवाही अम्ल में लाई जाएगी । समय सारणी को मध्य नजर रखते हुए इसके उपरान्त गोपनीय रिपोर्ट प्रेषित करने वाले कर्मचारियों की गोपनीय रिपोर्ट किसी भी सूरत में स्वीकृत नहीं की जाएगी और पदोन्नति एवम् अन्य वित्तीय लाभ के लिए सम्बन्धित कर्मचारी स्वयं उत्तरदायी होंगे ।

अतः उपरोक्त विषय के सम्बन्ध में सभी उप शिक्षा निदेशकों को निर्देश दिये जाते हैं कि अपने अधीनस्थ सभी अधिकारियों तथा लिपिक वर्गीय कर्मचारियों की गोपनीय रिपोर्ट पूर्ण करके 30 अप्रैल से पूर्व निदेशालय को प्रेषित की जाये तथा गोपनीय रिपोर्ट के सम्बन्ध में समाप्ति पत्र (Completion Certificate) भी दिया जाये कि अपने जिले के अधीनस्थ सभी अधिकारियों एवम् लिपिक वर्गीय कर्मचारियों की वर्ष 2023-24 की गोपनीय

रिपोर्टस निदेशालय को प्रेषित कर दी गई है तथा कोई भी गोपनीय रिपोर्टस लम्बित नहीं है ।  
विलम्ब के लिए सम्बन्धित उप शिक्षा निदेशक / प्रधानाचार्य का सारा उत्तरदायित्व होगा ।  
सरकार द्वारा निर्धारित की गई समय सारणी संलग्न है ।

इसे अतिआवश्यक समझा जाये

  
+ शिक्षा निदेशक  
हिमाचल प्रदेश ।

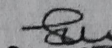
पृष्ठांकन सम संख्या

दिनांक: शिमला-171001

मार्च, 2024

प्रतिलिपि:-

1. निजी सचिव, सचिव (शिक्षा) हिमाचल प्रदेश सरकार शिमला-171002.
2. निजी सहायक सेल, शिक्षा निदेशक (उच्च) हिमाचल प्रदेश शिमला-1.
3. समस्त शाखा अधिकारी/अधीक्षक शिक्षा निदेशालय हिमाचल प्रदेश शिमला-171001
4. तकनीकी अधिकारी, यान्त्रिक शाखा शिक्षा निदेशालय हिमाचल प्रदेश शिमला-171001
5. रक्षक नस्ति ।

  
+ शिक्षा निदेशक(उच्च)  
हिमाचल प्रदेश ।

