

No. EDN-KGR-(E-7)-ACR/2018-19- 4139  
O/o the Deputy Director of Elementary Education  
Kangra at Dharamshala  
Dated: Dharamshala-176215, the 05/08/2019

To

All the Principal/Headmasters (Cluster Heads)  
GSSS/GHS Distt. Kangra (H.P.)

**Subject:-** Regarding submission of the ACR in r/o regular TGTs for the year 2018-19 and instructions/guidelines thereof.

Memo,

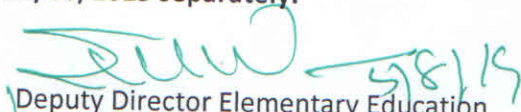
On the subject cited above. You are hereby directed to strictly adhere the following instructions/guidelines while submit of the Annual Confidential Report of regular TGTs for the year 2018-19 :-

- (1) Rubber stamp should be affixed with signature.
- (2) Date of birth/date of joining (Regular) must be written in the ACR.
- (3) Particular year for initiation of ACR be mentioned in the ACR.
- (4) Specific category be mentioned in the ACR i.e. TGT/Arts/Med/Non Med.
- (5) All the regular TGTs ACRs are required to reach this office by 31/08/2019 without fail. No ACRs will be accepted after above said date.
- (6) ACRs should be sent to this office on prescribed performa as available on the official website of DHE. Single page of ACR will not be accepted.
- (7) Part No. 3 of the ACR which is to be filled by the DDOs may be filled with full remarks not indicated/mentioned Yes or No. Good/Very Good.
- (8) Excellent/Outstanding / Satisfactory remarks may be written in the ACR with brief explanation of the remarks.
- (9) Before writing the ACRs emphasis Principal Secretary (personal) to the Govt. of H.P. letter No.Per(AP.B)(II)-1/2013 dated 7<sup>th</sup> Dec 2013 which is available on departmental Website.
- (10) Make sure PMIS Code/Mobile No./Employee Code in the ACR of the concerned teacher.

The above observations be strictly adhered before forwarding the ACRs to this office to avoid unnecessary correspondence on the subject. You are also directed to send the Compliation Certificate that all the ACRs of Regular TGTs have been forwarded and no ACR has been left pending.

**Note:-**

1. ACRs in r/o contractual TGT may not send to this office. The same should be kept in your own record.
2. Send the ACRs in r/o regular C&V teachers after 31/08/2019 separately.

  
Deputy Director Elementary Education  
Kangra at Dharamshala