

**DIRECTORATE OF TECHNICAL EDUCATION
VOCATIONAL AND INDUSTRIAL TRAINING
HIMACHAL PRADESH SUNDERNAGAR**

No. STV(TE)H:B(11)-1/2022- Vol-III 7030 - 7203

Dated-04/02/2023

To

1. All The Director-cum-Principal,
Govt. Engineering Colleges in H.P
2. All The Director-cum-Principal,
Govt. Pharmacy Colleges in H.P
3. All the Principals,
Govt. Polytechnics in H.P
4. All the Principals/Drawing & Disbursing Officers
Industrial Training Institutes in H.P

Subject: Writing of Annual Confidential Reports for the year 2022-23.

Sir/Madam,

As you are aware that the financial year 2022-2023 is ending on 31.03.2023 and as such the ACRs of all the regular staff (**not contractual employees**) working in the Institutions (s) under your control are required to be written and submitted to this Directorate along with your resume (APAR) well in time. The schedule of these ACRs as communicated to you from time to time is re-confirmed to you as below for information and further necessary action:-

- | | | |
|-------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| (i) | Collection of blank ACR forms | upto 26 th March, 2023 |
| (ii) | Submission of resume by Principals and the ACRs of all eligible staff to the Directorate | upto 15 th April, 2023 |
| (iii) | Certificate to the effect that all the ACRs Stand written and that no ACR in the Institution is pending for report | By 15 th April, 2023 |

I, therefore request you to depute any official to collect the blank ACR forms from this Directorate on any working day after 22.02.2023 by placing requisition and ensure submission of all the ACRs of the regular staff working in the Institution (s) under your control duly written within the scheduled time as mentioned above. **It may kindly be ensured that only the ACRs of regular employees may be sent in a single envelope and work & conduct of regular class-IV employees may be sent with separate forwarding letter in a separate envelope. It is also intimated that date of birth and date of joining on regular basis of the officers/officials whose services have been regularized during the reporting year, must be mentioned in the ACRs clearly.**

Further, as some of the employees have been deployed in other institutions, so it will be the responsibility of the Head of the Institution to write and send the ACR of such employee(s) where he/she has been deployed.



(Vivek Chandel, HPAS)
Director Technical Education,
Vocational & Industrial Training,
Himachal Pradesh, Sundernagar

No. STV(TE)H:B(11)-1/2022- Vol-III

7204 - 7218

Dated- 04/02/2023

Copy to:

1. The Managing Director, HP Kaushal Vikas Nigam, SDA Complex, Block No. 24, 2nd floor, STPI Building, Shimla - 171009 with the request that the ACRs of Officers who are on deputation in HPKVN may be written and sent. (ACR forms enclosed)
2. The Register, H.P Technical University, Hamirpur, District Hamirpur with the request that the ACRs of staff who is on deputation in the University may be written and send the same to this Directorate. (ACR form enclosed)
3. The Sub Division Officer, Kaza, District Lahaul & Spiti with the request that the ACRs of staff of ITI Rong tong may be written and sent the same to this Directorate.
4. The Sub Divisional Officer (Civil), Pangi at Killar, District Chamba with the request that the ACRs of staff of ITI Killar may be written and send the same to this Directorate.

5. The Secretary, H.P Takniki Shiksha Board, Dharmshala at Dari, District Kangra with the request to send his resume alongwith ACR as well as the ACRs of other staff on deputation in the Board for further necessary action. (ACR forms enclosed).
6. All the Officers of the Directorate for information and necessary action.
7. Copy to all the Superintendents/ Branch In-charges with the direction to get this letter noted from all the regular employees of concerned Branch.



(Vivek Chandel, HPAS)
Director Technical Education,
Vocational & Industrial Training,
Himachal Pradesh, Sundernagar