

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

No. STV(TE)HB(11)1/2016-

7297 - 7457

Dated- 04/02/202

To

1. The Director-cum-Principal,
J.N.Govt. Engineering College,
Sundernagar, Distt. Mandi.
2. The Director-cum-Principal,
ABV Govt. Institute of Engineering & Technology,
Pragtinagar (Guma) Tehsil Kotkhai, Distt. Shimla.
3. The Director-cum-Principal,
Rajeev Gandhi Govt. Engineering College,
Kangra at Nagrota Bagwan.
4. The Director-cum-Principal,
Mahatma Gandhi Govt. Engineering College,
Jeori Kotla Camp. at JNGEC Sundernagar.
5. The Director-cum-Principal,
Hydro Engineering College Bandla (Bilaspur)
Camp at RGEC Nagrota Bagwan.
6. The Director-cum-Principal,
Govt. B. Pharmacy College,
Rohru, Distt. Shimla.
7. The Director-cum-Principal,
Govt. B. Pharmacy College,
Nagrota Bagwan.
8. The Director-cum-Principal,
Govt. Pharmacy College Rakkar,
Camp at Govt. B. Pharmacy College,
Nagrota Bagwan.
9. The Director-cum-Principal,
Govt. Pharmacy College Seraj,
at Bagsaid, Distt Mandi.
10. All the Principals,
Govt. Polytechnics in Himachal Pradesh.
11. All the Principals/Drawing & Disbursing Officers
Industrial Training Institutes in Himachal Pradesh.

Subject: Writing of Annual Confidential Reports for the year 2020-21.

Sir/Madam,

As you are aware that the financial year 2020-21 is ending on 31.03.2021 and as such the ACRs of all the regular staff (**not contractual employees**) working in the Institution (s) under your control are required to be written and submitted to this Directorate along with your resume 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, 2021 |
| (ii) | Submission of resume by Principals and the ACRs of all eligible staff to the Directorate | upto 15 th April, 2021 |
| (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, 2021 |

I, therefore request you to depute any official to collect the blank ACR forms from this Directorate on any working day after **21.02.2021** 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)HB(11)1/2016- 7458-85

Dated- 04/02/2021

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 sent the same to this Directorate. (ACR forms enclosed)
3. The Sub Division Officer, Kaza, District Lahaul & Spiti with the request that the ACRs of staff of ITI Rongtong may be written and sent the same to this Directorate.
4. The Sub Divisional Officer (Civil), Pangri at Killar, District Chamba with the request that the ACRs of staff of ITI Killar may be written and sent 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 directions 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