



No. EDN-H (23) 1-2/2012-13 College Principal's Vol. II
Directorate of Higher Education
Himachal Pradesh Shimla.

Email: dhe-sml-hp@gov.in, acrbr@rediffmail.com

Phone No. 0177-2653120, 2653575, Ext.255 Fax No. 0177-2812882

Dated: Shimla, the September, 2023

To

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

Subject: - Regarding Annual Performance Based Appraisal Report and API score in
r/o APs College Cadre

It has been observed that Assistant/Associate Professors and Reporting
Officers are not adhering to the instructions given in prescribed ACR proforma for AP College
cadre and in office memorandum dated 21.06.2016(copy enclosed).

APs college cadre and reporting officers are directed to observe following
instructions :-

1. Peruse page No. 93 to 95 of ABPAS proforma before claiming/evaluation of relevant API score in Category I and Category II of prescribed proforma.
2. Refer to page number 84 to 88 for API score of Category-III.
3. Documentary proof should be enclosed invariably wherever required.
4. Last declared result be entered at Sr. No. 20 of part-II (Section-I).
5. Documentary proof may be enclosed whether research paper is published in referred/non referred Journal, indexed Journal and impact factor of the journals to be determined as per Thomson Reuters list. Proof of impact factor of Journal be enclosed.
6. As per office memorandum No Per (AP.B) B (3)-1/94 dated 21st June, 2016 at Sr. No.2 relevant content is reproduced as 'In case of an officer to be considered for promotion to the selection post carrying grade pay 7600 and above the prescribed benchmark of 'very good' is to be invariable met in all APARs of five years under consideration.'
7. At Sr. No. 46 overall assessment of Assistant/ Associate Professor may be graded excellent if the concerned teacher has special achievement/ excelled in any field which is worth mentioning in reference to the students/institution/academia etc. and he/she also fulfilling required API score and his/her work and conduct is of desirable quality for awarding the same. Documentary proof for special achievement be enclosed.
8. The APs who are performing well and possessing required API Score may be awarded "Very Good" grade.
9. For selection posts, grade less than "Very good" constitute adverse remarks. If any shortcoming is noticed by the reporting officer, opportunities may be given to such faculty to improve their performance in course of academic session. Adverse remarks in

ACR are mandatorily required to be communicated to the concerned employee as per timeline so that reported upon officer can submit representation against any adverse remarks. Principal of the College are advised to review the performance of faculty at regular intervals so that no one achieve grade less than "Very Good".

10. Reported upon officer and Reporting officer should check each and every entry carefully before submitting the ACR to the Directorate of Higher education. Self appraisal report/ACR must be signed by reported upon officer and evaluation portion of ACR by reporting officer with office stamp.
11. No report should be written unless a reporting officer has at least three month experience in which to base his report.



Joint Director of Higher Education(C)
Himachal Pradesh

Copy to:-

1. The Technical officer IT Cell to upload it on official website.
2. Guard file.



Joint Director of Higher Education(C)
Himachal Pradesh

No.EDN-A-Kha(12)-1/2013
Government of Himachal Pradesh
Department of Higher Education

(12)

(30)

From

The Principal Secretary (Education) to the
Government of Himachal Pradesh.

To

Director of Higher Education,
Himachal Pradesh. Shimla-I

Dated; Shimla-171001. 25, Nov-2013.

Subject :-

Regarding writing of ACRs of Class-I, Class-II and Class-II
officers.

Sir,

I am directed to refer to your letter No. EDN-H(23)1-6/98-CR-G
Vol-II dated 05/09/2013 on the subject cited above and to convey the approval of
the Government to your proposal regarding reporting authority , reviewing
authority, accepting authority and custodian of ACR dossier in respect of various
categories as proposed by you.

Yours faithfully,

for

Under Secretary (Edu) to the
Govt. of Himachal Pradesh.

25 NOV 2013

ACR

Smt. usha

H
H

27/11/13

31

No. EDN-H (23) 1-6/98-CR-G-VOL-11
Directorate of Higher Education
Himachal Pradesh.

04 JAN 2014

Dated: Shimla the January, 2014

To

1. The Addl. Director of Higher Education (Admn)/Colleges
2. The Joint Director of Higher Education (C-I & C-II)
3. The Joint Controller (F&A)
4. All the Deputy Director of Higher/Elementary Education in Himachal Pradesh.
5. All the Principal Govt. Degree Colleges/Sanskrit Colleges (including SCERT & GCTE Dharmshala.
6. Chief Librarian Central State Library Solan/ State Library Shimla.
7. All the District Library in H.P.
8. Group Commander NCC HQR Shimla-4
9. All the NCC Unit in H.P.
10. All the Branch Superintendents of Directorate of Higher Education in H.P.
11. All the Principals Govt. Sr. Sec. School/DIET/Headmaster Govt. High School in H.P.

Subject:-

Regarding writing of ACRs of Class-I ,Class-II and Class-III officers

Memo:

The Principal Secretary (Education) to the Govt. of Himachal Pradesh vide letter No. EDN-A-Kha (12)-1/2013 dated 25.11.2013 on the subject cited above has conveyed the approval of Government regarding Reporting Authority Reviewing Authority Accepting Authority and Custodian of ACR Dossier in respect of various following categories as under:-

Name of the Department: - DEPARTMENT OF HIGHER EDUCATION

Sr No.	Name of Post	Reporting Authority	Reviewing Authority	Accepting Authority	Custodian of ACR Dossier
1.	Director	Pr. Secretary (Edu)	Chief Secretary/ Minister incharge	Chief Minister	Deptt. of Personnel
2.	Additional Director/Jt. Director	Director	Pr. Secretary	Minister	At Govt. level

	(Adm.)		(Edu)	incharge	
3.	Additional Director/Jt. Director (College)	Director	Pr. Secretary (Edu)	Minister incharge	At Govt. level
4.	Additional Director/Jt. Director (School)	Director	Pr. Secretary (Edu)	Minister incharge	At Govt. level
5.	OSD (College)/Sanskrit	Director	Pr. Secretary (Edu.)	Minister incharge	At Govt. level
6.	Jt. Controller (F&A)	Director (Edu.)	Director (T&A)	Secretary Finance	Deptt. of Finance
7.	S.O. (A) at Directorate	Jt. Controller	Director of Higher Education	Director Cum-Secretary (T&A)	At Directorate of (T&A)
8.	S.O. posted in Distt.	Dy, Director of Higher Education	Director of Higher Education	Director Cum-Secretary (T&A)	At Directorate of (T&A)
9.	Distt Attorney (Edu.)	Director (Edu)	Director Prosecution	Secretary (Home)	At Govt. Level
10.	Principal College	Joint Director (College)	Director	Pr. Secretary (Edu)	At Govt. level
11.	Lecturer College	Principal	Joint Director (College)	Director	At Directorate Level
12.	Dy. Director Schools	Addl./Jt. Director (Admin)	Director (Edu.)	Pr. Secretary (Edu)	At Govt. Level
13.	Asstt. Director	Dy, Director (HQ)	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu.	At Directorate Level
14.	Principal Schools	Dy, Director Concerned Distt.	Addl. /Jt. Director Schools	Director Edu.	At Directorate Level
15.	Headmaster High Schools	Dy, Director concerned Distt.	Addl. /Jt. Director Schools	Director Edu.	At Directorate Level

16.	Lecturers Schools	Principal School	Dy, Director concerned Distt.	Director Edu.	At Directorate Level
17.	Stastician (Edu)	Addl./Jt. Director (Edu)	Addl./Jt. Director (Adm)	Director Edu.	At Directorate Level
18.	Script writer	Dy, Director(HQ)	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu	At Directorate Level
19.	Administrative Officer/ Registrar	Addl./Jt. Director (Adm)(Branch Concerned	Director Edu.	Pr,Secretary (Edu)	At Govt Level
20.	Estt. Officer	Dy. Director District concerned	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu.	At Directorate Level
21.	Superintendent G-I	Branch Officer	Addl./Jt. Director (Adm)(Branch Concerned)	Director Edu.	At Directorate Level
22.	Private Secretary	Director Edu.	Principal Secy (Edu)	Minister incharge	At Govt Level
23.	PA/Steno Grapher	Officer Concerned	Addl./Jt. Director (Adm)	Director	At Directorate Level
24.	Superintendent G-II In Directorate	Supdt G-I (Branch Concerned)	Addl./Jt. Director (Adm)	Director Edu.	At Directorate Level
25.	Superintendent G-II Deputy Director Office in District	Supdt G-I / Estt. Officer	Dy. Director District	Director Edu	At Directorate Level
26.	Superintendent G-II In Sr. Sec. School	Principal	Dy. Director District	Director Edu.	At Directorate Level

			concerned		
27.	Ministerial Staff in Directorate	Supdt	Branch Officer	Jt. Director (Admin)	At Directorate Level
28.	Ministerial Staff/other Non teaching staff in Sr. Sec. Sec School	Supdt	Principal	Dy. Director District concerned	At Directorate Level
29.	Lecturer(School)DPE/Science Supervisor	Principal	Dy. Director District concerned	Director Edu.	At Directorate Level
30.	A.D.P.E.O	Dy. Director District concerned	Addl./Jt. Director (Adm)	Director Edu	At Directorate Level
31.	Ministerial Staff in High School	Headmaster	Dy. Director District concerned	Addl./Jt. Director (Adm)	At Directorate Level
32.	Driver	Officer Concerned	Addl./Jt. Director (Adm)	Director Edu.	At Directorate Level
	Staff Posted in Colleges				
33.	Supdt G-II	Principal College	Jt. Director (College)	Addl Director College	At Directorate Level
34.	Sr.Asstt/Clerk/Store Keeper	Supdt	Principal College	Addl Director College	At Directorate Level
35.	Librarian	Principal College	Jt. Director (College)	Addl Director College	At Directorate Level
36.	Asstt Librarian/Restorer	Librarian	Principal College	Addl Director College	At Directorate Level
37.	SLA/JLA/Tabla Player/Museum Asstt./Music Asstt./ Music Instructor/ Mechanic	Head of the Deptt	Principal College	Addl Director College	At Directorate Level
38.	Staff Posted in Public Library				
39.	Chief Librarian/ Librarian	Convener SLPC	Director Edu.	Principal Secretary Edu.	At Govt Level
40.	Asstt. Librarian	Librarian	Convener SLPC	Director Edu.	At Directorate Level

41.	Ministerial Staff	Librarian	Convener SLPC	Addl Director College	At Directorate Level
	Staff Posted in NCC Offices				
42.	Supdt G-II	Head Office	Addl Director/Jt (Adm)	Director Edu.	At Directorate Level
43.	Sr. Asstt./Clerk/Lascar/Driver	Supdt	Head Office	Addl /Jt Director (Adm)	At Directorate Level

Therefore, it is directed that necessary action in this regard be also accordingly in future.

04 JAN 2014

[Signature]
Director of Hr. Education
Himachal Pradesh Shimla-1

Endst. No. Even dated

Shimla-171001

January 2014

Copy to:

1. The Principal Secretary Education to the Govt. of Himachal Pradesh w.r.t. letter No. EDN-A-Kha(12)-1/2013 dated 25.11.2013 for information please.
2. PA to Director of Higher Education /Monitoring Cell for information please.
3. The Technical officer IT cell to be uploaded in the website.
4. Guard file.

[Signature]

[Signature]
Director of Hr. Education
Himachal Pradesh, Shimla-1

21

Copy to the letter No. No. Per (AP.B) B (11)-1/2013 dated 7th December 2013 received from Principal Secretary (Personnel) to the Government of Himachal Pradesh address to the all the administrative Secretaries to the Government of Himachal Pradesh/All Special /Additional/ Joint/Deputy/ Under Secretaries to the Government of Himachal Pradesh/ All the Divisional Commissioner/Deputy Commissioner in H.P. / All Heads of Department In H.P.

Subject: Writing of Annual Performance Appraisal Reports (formerly Annual Confidential Reports)-instructions thereof.

Sir,

I am directed to invite your attention to the subject cited above to say that the procedure laid down for writing of Annual Performance Appraisal Reports, from time to time inter alia provide that the confidential report on every employee should contain assessment by more than one officer (the only exception would be cases in which there is only one level above the officer reported upon) in order to minimize the operation of the subjective human element and of conscious or unconscious bias. It has particularly been emphasized that the official superior to the reporting officer should consider it his duty to from his own judgement of the work and conduct of the officer reported upon.

In addition, it is necessary that every employee should know what his defects are and how he can remove them. It is also the primary duty of the reporting officer not only to make an objective assessment of his subordinate's work and qualities but also to give him at all times the necessary advice, assistance and guidance to correct his faults and deficiencies so that not only best result be achieved but efficiency & quality in the working could also be brought. If the said primary duty is properly performed by the reporting officer then there is no difficulty to record adverse entries as it would only refer to defects which had persisted despite the reporting officer's efforts to have them corrected. Accordingly, in mentioning any faults/defects, the reporting officer is supposed to give an indication of the efforts he had made by way of guidance, admonition etc. to get the defects removed and the result of such efforts. The reporting officers must be quite honest, frank and give their impression accordingly and keep in mind that they are solely guided by consideration of merit, justice and fairplay while writing Annual Performance Appraisal Reports.

It has also been laid down that the positive and independent judgement under the various detailed heading in the form of the report as well as general assessment and agreement or disagreement by clearly expressing on the remarks of reporting officer is required to be exercised by the reviewing officer. Such additional remarks are quite necessary where the report is too brief, vague or cryptic. It is the responsibility of the Reviewing Officer to verify the correctness of the remarks of the reporting officer after making such enquiries he may consider necessary besides, discussing the remarks with the Reporting Officer. In cases where the entries made by the Reporting Officer are not sufficiently meaningful, the reports are returned to the reporting officer for amplification and explanation. The prescribed procedure also lay down that besides detailed assessment there should be a definite categorization or grading as "Outstanding", "Very Good", "Good", "Average" and "Fair", which should not done by an authority lower than the reviewing authority.

It has come to the notice of the Government that in some cases the procedure laid down for writing of Annual Performance Appraisal Reports is not being following

in toto and are being written lacking the objectivity, procedural lapses and the grading is being downgraded without assigning any cogent reasons or elaborating the facts for such act, which is against the basic guidelines of writing Annual Performance Appraisal Reports e.g consideration of merit, justice and fairplay. This results not only in mental agony to the individual but also unnecessary wastage of time of higher authorities and involves litigation etc. in some cases.

It is, therefore, impressed that the guidelines/procedure laid down for writing of Annual Performance Appraisal Reports and instructions issued on the subject, from time to time, should be adhered to strictly in letter and spirit to obviate chances of recurrence of instances discussed in the preceding paragraph both in the interest of the Government and Government officers/officials.

These instructions may be brought to the notice of all concerned for guidance and strict compliance.

Yours faithfully,

-sd-

(S.K.B.S Negi)

Principal Secretary (Personnel) to the
Government of Himachal Pradesh

Phone No. 0177- 2621897

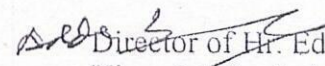
Directorate of Higher Education
Himachal Pradesh Shimla-1

No. EDN-H (23) 1-6/98-CR-G-VOL-11 Dated: Shimla-1

January, 2014

Copy for information and further necessary action is forwarded to :-

1. The Principal Secretary (Personnel) to the Govt. of Himachal Pradesh in compliance of his letter No. Per (AP-B) B (11)-1/2013 dated 7th December 2013.
2. The Principal Secretary (Education) to the Govt. of Himachal Pradesh vide his letter No. EDN-B-Chh (6)-10/2010-L Dated 04.01.2014.
3. The Joint Director of Higher C-I/C-II/Schools/OSD College / Asstt Director/ Supdt. in Directorate of Higher Education in H.P.
4. The Joint Controller (F&A) Directorate of Higher Education H.P.
- ✓ 5. All the Principals Govt. Colleges including SCERT Solan & GCTE D/Shalla/ All Govt. Sanskrit Colleges in H.P.
- × 6. The Chief Librarian Central state Library Solan H.P.
- × 7. The Group Commander NCC Gp-HQR Shimla-4
- × 8. All the Deputy Director of Higher Education in Himachal Pradesh.
- ✓ 9. All the Principals Govt. Sr. Sec. Schools/ Headmasters Govt. High Schools in H.P.
- ✓ 10. The Technical Officer IT Cell to upload in the official website.
11. Guard file.


Director of Hr. Education
Himachal Pradesh, Shimla-1

6/1

No.Per(AP.B)B(11)-1/2013
Government of Himachal Pradesh
Department of Personnel
Appointment-II

Dated Shimla-171 002, 7th December, 2013

From

Chief Secretary to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All Special/Additional/Joint/Deputy/Under Secretaries to the Government of H.P.
3. All Divisional Commissioners in H.P.
4. All Heads of Departments in H.P.
5. All the Deputy Commissioners in H.P.

Subject: Writing of Annual Performance Appraisal Reports (formerly Annual Confidential Reports) - instructions thereof.

Sir,

I am directed to invite your attention to the subject cited above and to say that the procedure laid down for writing of Annual Performance Appraisal Reports, from time to time *inter alia* provide that the confidential report on every employee should contain assessment by more than one officer (the only exception would be cases in which there is only one level above the officer reported upon) in order to minimize the operation of the subjective human element and of conscious or unconscious bias. It has particularly been emphasized that the official superior to the reporting officer should consider it his duty to form his own judgement of the work and conduct of the officer reported upon.

In addition, it is necessary that every employee should know what his defects are and how he can remove them. It is also the primary duty of the reporting officer not only to make an objective assessment of his subordinate's work and qualities but also to give him at all times the necessary advice, assistance and guidance to correct his faults and deficiencies so that not only best result could be achieved but efficiency &

quality in the working could also be brought. If the said primary duty is properly performed by the reporting officer then there is no difficulty to record adverse entries as it would only refer to defects which had persisted despite the reporting officer's efforts to have them corrected. Accordingly, in mentioning any faults/defects, the reporting officer is supposed to give an indication of the efforts he had made by way of guidance, admonition etc. to get the defects removed and the result of such efforts. The reporting officers must be quite honest, frank and give their impression accordingly and keep in mind that they are solely guided by consideration of merit, justice and fairplay while writing Annual Performance Appraisal Reports.

It has also been laid down that the positive and independent judgement under the various detailed heading in the form of the report as well as general assessment and agreement or disagreement by clearly expressing on the remarks of reporting officer is required to be exercised by the reviewing officer. Such additional remarks are quite necessary where the report is too brief, vague or cryptic. It is the responsibility of the Reviewing Officer to verify the correctness of the remarks of the reporting officer after making such enquiries as he may consider necessary besides, discussing the remarks with the Reporting Officer. In cases where the entries made by the Reporting Officer are not sufficiently meaningful, the reports are returned to the reporting officer for amplification and explanation. The prescribed procedure also lay down that besides detailed assessment, there should be a definite categorization or grading as "Outstanding", "Very Good", "Good" "Average" and "Fair", which should not be done by an authority lower than the reviewing authority.

It has come to the notice of the Government that in some cases the procedure laid down for writing of Annual Performance Appraisal Reports is not being followed in toto and

are being written lacking the objectivity, procedural lapses and the grading is also being downgraded without assigning any cogent reasons or elaborating the facts for such act, which is against the basic guidelines of writing Annual Performance Appraisal Reports e.g consideration of merit, justice and fairplay. This results not only in mental agony to the individual but also unnecessary wastage of time of higher authorities and involves litigation etc. in some cases.

It is, therefore, impressed that the guidelines/procedure laid down for writing of Annual Performance Appraisal Reports and instructions issued on the subject, from time to time, should be adhered to strictly in letter and spirit to obviate chances of recurrence of instances discussed in the preceding paragraph both in the interest of the Government and Government officers/officials.

4. These instructions may be brought to the notice of all concerned for guidance and strict compliance.

Yours faithfully,

S.K.B.S Negi

(S.K.B.S Negi)

Principal Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No. 0177 - 2621897

No. Per (AP. B) B(3)-1/94
Government of Himachal Pradesh
Department of Personnel
Appointment-II

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Dated Shimla-2, 21st June, 2016

Subject : Procedure to be observed by Departmental Promotion Committees (DPCs) - attaining of Bench Mark prescription for promotion - Revised Guidelines.

OFFICE MEMORANDUM


The undersigned is directed to invite a reference to this Department O.M of even number dated 27-02-2016, which contains detailed instructions for promotion to the 'selection' posts subject to achievement of benchmarks. A natural corollary is that the benchmark prescription is adhered to rigorously as one goes up higher the ladder. Therefore, the requirement should be of meeting the benchmark 'Very Good' or 'Good', as the case may be, without fail.

2. In order to ensure greater selectivity at higher level of administration and after careful consideration, it has been decided that the DPC may ensure that when an officer considered for promotion to 'selection' posts carrying grade pay below ₹ 7600/-, attaining of at least four bench mark gradings out of 5 APARs should be assessed 'fit' and in case of an officer to be considered for promotion to the 'selection' posts carrying grade pay ₹ 7600/ and above, the prescribed benchmark of 'Very Good' is to be invariable met in all APARs of five years under consideration. /

3. The DPC should assess the suitability of the officers for promotion on the basis of their service record with particular reference to the available APAR's for the preceding five years and go beyond it in case the APAR's are not available.

4. The DPC, in terms of guidelines of this Department, is required to make its own assessment on the basis of entries in the APARs and not be guided merely by the overall grading. In cases where the assessment by DPCs are apparently not in line with the grades in the APARs, the DPC should appropriately substantiate its assessment by giving reasons, so that the appointing authority could factor these while taking a view on the suitability of officer for promotion

5. It is requested to give wide circulation to these revised instructions for general guidance in the matter. Please acknowledge the receipt.


(Tarun Shridhar)

Addl. Chief Secretary (Personnel) to the
Government of Himachal Pradesh

Tel. No. 0177 - 2622382

Endst No. Per (AP.B)B(3)-1/94 Dated Shimla-2, 21-06-2016

1. The Secretary to HE Governor, H.P. Shimla-2
2. Pr. PS to Chief Minister, Himachal Pradesh, Shimla-2
3. Sr. PS to Chief Secretary to the Govt. of Himachal Pradesh, Shimla-2
4. All Administrative Secretaries to the Govt. of H.P. Shimla-2
5. All Heads of Departments in Himachal Pradesh
6. All Divisional Commissioners in Himachal Pradesh
7. All the Deputy Commissioners in Himachal Pradesh
8. All the Chairman/Managing Directors / Registrars / Secretaries of Boards /Corporations /Universities /Autonomous Bodies in Himachal Pradesh
9. The Secretary, H.P. Public Service Commission, Shimla-2
10. The Secretary, H.P. SSC, Hamirpur-177001
11. All the Section Officers, H.P. Secretariat, Shimla-2
12. Branch Guard File/ Spare copies - 50


21/6/16
(Amarjeet Singh)

Special Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. 0177-2622132