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From

Director General Higher Education, Haryana
Shiksha Sadan, Sector-5, Panchkula.

To

All the Principals of Government Colleges in Haryana State

Memo No. 9/1-2026 ME(5)

Dated, Panchkula the : 06.03.2026

Subject: Instructions regarding Writing of Confidential Reports of Non-Teaching Staff of Government Colleges.

Kindly refer to the subject cited above.

It has been observed that ACRs of Non-Teaching Staff of Government Colleges is not being written in proper ACR format and not being send to the Competent Authorities for acceptance within time bound, which creates litigation while considering the Promotion, ACP, retention in service etc. cases of these Non-Teaching Staff.

In the matter it is intimated that Government of Haryana has issued Compendium of Instructions Volume VII for better handling of ACRs of Haryana Government Employees. Copy of this Compendium of Instructions Volume VII is available on Haryana Government Website URL https://csharyana.gov.in/Portals/0/Performance%20appraisal_1.pdf . Vide this Compendium proper format of ACR and time period for writing, reviewing and finally acceptance of ACR by the competent authorities has been mentioned specifically for various types of posts. In this compendium vide Instruction No 60/1/97-S(1) dated 07.08.1997 the decision taken by the Government regarding writing of ACRs is reproduced as under:-

"I am directed to refer to para 2 of the Consolidated Instructions regarding Confidential Reports and Government instructions issued vide circular letters No. 60/2/85-S(1) dated 27th March, 1985, No. 60/3/91-S(1) dated 28-2-1992 and No. 60/1/93-S(1), dated 29-4-1993 on the above noted subject and to say that the following time schedule has been prescribed for writing of ACRs complete in all respects so as to reach the authority responsible for maintaining the ACR files:-

- (a) Reporting Authority shall initiate the annual confidential reports on time and ensure that they reach the Reviewing Authority by 5th April.*
- (b) Reviewing Authority would send the reports to the Accepting, authority so as to reach him by 20th April.*
- (c) The Report should be sent to the Head of department by 15th May.*

2. It has come to the notice of the Government that some officers do not adhere to the above time schedule for writing ACRs of the officers/officials. As a result of which, the service matters of the officers/officials concerned keep on pending and acute hardship is faced on this account alone.

3. The Government have viewed this delay in writing ACRs seriously and it has been decided that time schedule as mentioned above should be followed strictly. ACRs should be written by all the officers of the State on time.
4. The pending reports should be written expeditiously failing which the defaulting officers shall be liable for disciplinary action. 5. These instructions may please be brought to the notice of all concerned officers for strict compliance and their information.

It is further intimated that in this compendium vide Instruction No 61/28/94-S(1) dated 14.11.1995 format of ACR of various types of Group-C & D posts has also been finalized.

Therefore, a copy of instructions bearing No 60/1/97-S(1) dated 07.08.1997 and No. 61/28/94-S (1) dated 14.11.1995 are enclosed herewith for stricts compliance of these instructions.

Enclosed : As above.


Superintendent ME
for Director General Higher Education
Haryana Panchkula

✓ CC:- IT Cell to upload on the portal of Higher Education Department, please.