

Email/Portal

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 : 17.07.2026

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

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Kindly refer to this office Memo No. 9/1-2026 ME(5) dated 06.03.2026 and order No. 9/1-2026 ME(5) dated 06.05.2026 on the subject cited above.

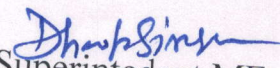
Vide Memo and order under reference following directions have been issued to the Principals of all the Government Colleges:-

1. Vide memo dated 06.03.2026 a copy of Haryana Government Instruction bearing No. 61/28/94-S(1) dated 14.11.1995 and instructions bearing No. 60/1/97-S(1) and 07.08.1997 has been circulated to the Principals of all the Government Colleges along with format of ACR of various types of Group-C & D posts and timelines to report, review and accept these ACRs.
2. Vide order dated 06.05.2026, reporting, reviewing and accepting authorities has been designated for above mentioned ACRs.

Further, vide Haryana Government instruction bearing No. 7116-3S-76/3368 dated 14.02.1977 vide which it has been clarified that remarks are to be recorded only by that reviewing/accepting authority who may have seen the work of the official reported upon in the reporting year for at least three months.

Therefore, you are requested to submit a certificate, certifying that "ACRs of all Non-Teaching Staff for the session 2025-26 have been written and reviewed strictly in compliance of Haryana Government Instructions bearing No. 61/28/94-S(1) dated 14.11.1995, bearing No. 60/1/97-S(1) and 07.08.1997, instruction bearing No. 7116-3S-76/3368 dated 14.02.1977 and DHE office order No. 9/1-2026 ME(5) dated 06.05.2026. The work of official, whose ACRs for the session 2025-26 has been written, reviewed and sent to DHE office for signature of Accepting Authority, has been seen more than three months by the reporting and reviewing officer. At College Level No ACR of Non-Teaching Staff for the session 2025-26 is pending to be written, signature of reviewing authority and to submit to DHE office."

The above mentioned certificate should be reached this office within a week after issue of this letter through email [hechryme@gmail.com](mailto:hechryme@gmail.com) and through registered post, please.

  
Superintendent ME

for Director General Higher Education  
Haryana Panchkula

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