

**Government of Punjab  
Department of School Education**

To

1. All DEOs  
(SE & EE)
2. All School Heads  
In the State of Punjab

Memo No. 15/38-2016 ਓ ਆਰਟ (ਫ)/115671  
Dated: 31/12/2018

1.0 Clarification is being sought by the teachers posted in the Middle Schools as to whether the Middle School incharge is to write their ACRs or DDO of the complex school will write.

2.0 It is clarified that the ACR of the incharge of the Middle School will be written by DDO of the Complex School. So far as the ACR of the other teachers posted in Middle school are concerned, the Middle School Incharge will record his or her observations / comments on the ACR of such teachers, however the final ACR shall be written by the DDO of the Complex Schools only.

  
**Secretary School Education  
Punjab**