

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
"General Administration Branch"



No.QSD.2-6/2011-CSKHPKV(GA)/Vol.XI/ - 63294-390

Dated Palampur, the :

11/11/20

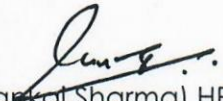
OFFICE ORDER

As per duty norms of the University, office hours for all teaching and non-teaching staff is normally from 10.00 AM to 5.00 PM with a half-an-hour break between 1.30 PM to 2.00 PM. The timing for Field Staff is from 9.00 AM to 5.00 PM with half hour lunch break between 1.00 PM to 1.30 PM. The timings for Laboratory Staff is as per Schedule of commencement of classes of the respective courses or as per desired by their respective Controlling Officer. It has been observed that such employees are not attending to their duties as per prescribed duty hours and they come to duty late and left their working place before time of their duty is over. This is affecting the work of the University adversely.

The Vice-Chancellor has viewed it seriously and has ordered to all the functionaries of the University to direct the employees to come and leave their duty at the prescribed time and the Head of Department/Office/Incharge will ensure the attendance of such employees as per their prescribed duty hours. In case any infringement of the duty norms is noticed on the part of any employee, strict disciplinary action may be taken against the erring employee as well as against the HOD/HOO/Incharge under disciplinary and conduct rules.

The Vice-Chancellor has further ordered that the officials put on watch and ward duty in the University should blow whistle at minimum intervals. Non-possessing the whistle by the person(s) deployed on watch and ward duty will attract strict action as per disciplinary and conduct rules. The persons so deployed on watch and ward duty by the Head of the department/office/unit should continuously remain awaken for his/her duty hours and keep moving through entire area of the department/office/farm etc. for which watch and ward duty has been assigned to him.

All the Statutory Officers/ HODs/ Assoc. Directors/Scientist Incharges/Programme Coordinators, RRS/RSSs/KVKs are requested to bring it to the notice of all the functionaries working under their control for strict compliance.

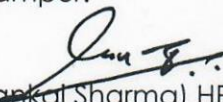

(Pankaj Sharma) HPAS
Registrar, CSK HPKV, Palampur.

Endst.No. : Even

Dated: Even 11th/Nov/2020

Copy of the above is forwarded to the following for information and necessary action:

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Head of Departments/Units/Offices, CSKHPKV, Palampur.
3. All the Assoc. Directors/Scientist Incharges/Programme Coordinators, RRS/RSSs/KVKs.
4. The Incharge, UNS, CSKHPKV, Palampur for uploading in the University website.
5. The Secretary to Vice-Chancellor, CSKHPKV, Palampur.
6. The Security Supervisor, CSKHPKV, Palampur.
7. The Dealing Assistant (General), GA Branch, CSKHPKV, Palampur.


(Pankaj Sharma) HPAS
Registrar, CSK HPKV, Palampur.