

URGENT

"Say Yes to Life/Say No to Drugs"



Ch. Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya
Palampur – 176062 (H.P.) India
Office of the Registrar, General Administration Branch



☎: 01894-230383

Fax: 01894-230511

Email: registrar@hillagric.ac.in

No. QSD. 7-3/2022/CSKHPKV (GA)/-

Dated, Palampur, the:-

54804-69

From

Registrar

04 AUG 2022

To

1. All the Statutory Officers, CSK HPKV, Palampur.
2. All Heads of Departments/Units/Offices, CSK HPKV, Palampur.
3. The Senior Medical Officer, UHC, CSK HPKV, Palampur.



Subject:


Forthcoming General Election to Legislative Assembly of Himachal Pradesh-Collection/Supply of Staff Lists for Polling Management.

Sir/Madam,

I am directed to enclose herewith a copy of letter No. 3-D/S(ELN)-14/2022-3384 dated 01.08.2022 alongwith its enclosure received from the District Election Officer (DC), Kangra at Dharamshala (HP) on the above subject and to request you to supply the requisite information on the prescribed format to the office of the Returning Officer-cum-SMD, Palampur under intimation to this office.

Encls: As above.

Yours faithfully,

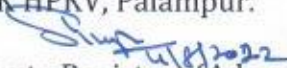

Deputy Registrar (Admn),
CSK HPKV, Palampur.

Dated: Even.

Endst. No. Even.

Copy of above referred letter is forwarded to the following for similar action:-

1. The Incharge, UNS, CSK HPKV, Palampur for uploading the same in the University website.
2. The Secretary to Vice-Chancellor, CSK HPKV, Palampur.
3. The Deputy Registrar (Estt.), CSK HPKV, Palampur.
4. The PA to Registrar to Vice-Chancellor/Registrar, CSK HPKV, Palampur.


Deputy Registrar (Admn),
CSK HPKV, Palampur.

Vidhan Sabha General Election-2022
"Electoral Literacy for Stronger Democracy"

Office of the District Election Officer (DC), Kangra at Dharamshala

No 3-D/S(ELN)-14/2022 - 3394

Dated: 1st August, 2022

From

District Election Officer (DC),
Kangra at Dharamshala (HP).

To

All the Heads of Institutions/Offices/Deptt /
Boards/ Corporations / Autonomous Bodies etc. **(Non Treasury
Linked Only)** of State and Central Govt. located in District
Kangra, HP.

Through respective ROs(SDO (C)).

Subject: Forthcoming General Election to Legislative Assembly of
Himachal Pradesh-Collection/Supply of Staff Lists for Polling
Management.

Sir/Madam,

As you are well aware that General Election to the Legislative
Assembly of Himachal Pradesh is likely to be held in the month of October
or November, 2022. In order to conduct free, fair and smooth elections,
large number of staff is to be deputed for polling duty as well as for other
election related activities.

In view of this, you are hereby directed to furnish the list of
names of all Officers/Officials(Grade I to IV including women staff)serving
under your control on the attached prescribed format. While furnishing the
detail of employees, single format be used for each employee by displaying
his/her latest passport size coloured photograph at the right side on the
top of the format(*Photograph of Class-IV employee need not to be pasted*).
All the columns of the format with full detail of the individual should be
filled in carefully.

For your convenience to search the AC No, Part No.(Polling
station) and Name, Sr. No. of the voter, you can use SMS based search
facility of the Deptt. by following few steps viz Go to SMS option of your
Mobile Phone, Type HP<Space>EPIC<Space>EPIC NO, for example: HP
EPIC CLF0460121 and send it to No. 51969. After this process, you will
receive message on your cell phone with full particulars of your electoral
detail.



DR (Admn)
2/8/2022
SAG
2.10

It must be kept in mind that the name of any officer/official including head of the institution/office/deptt. etc. may not be concealed/left out in any case. If any such case is detected at the later stage, strict disciplinary action shall be taken against the head of concerned institution/office/deptt. as the case may be.

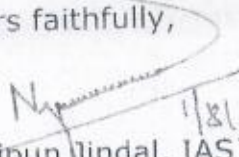
The complete staff lists alongwith following certificate must reach in the concerned RO/SDM Offices of your area latest by **16th August, 2022** positively.

In case of transfer, promotion of any employee/joining of new employee in the institution after the submission of lists by you. The intimation of transfer/promotion of the employee included in the list and new employee detail on the prescribed format be sent to the concerned RO(SDM) Office immediately.

Certificate

(This is certified that total..... no. of officer/officials are working under this establishment. All the names of the officers/officials are included in the list. No name has been concealed)

Yours faithfully,


(Dr. Nipun Jindal, IAS)
District Election Officer (DC),
Kangra at Dharamshala (HP).

Endst. No.3-D/S(ELN)-14/2022-3385-98

Dated: 1st August, 2022

Copy forwarded to the all the Returning Officers-cum-Sub Divisional Officers (Civil) in Kangra District with the direction to ensure the collection of the staff lists from the concerned Institutions/Offices/Deptt. etc. existing in their respective Sub Division within the time frame and submit in District Election Office, Dharamshala **by 18th August, 2022**.


District Election Officer (DC),
Kangra at Dharamshala (HP)

Space for
Passport Size
Photograph

Data Entry Form

1	Department	
2	Name	
3	Father's/ Husband Name	
4	Designation	
5	Sex	
6	Class	
7	Pay Scale/Grade Pay	
8	Basic Pay	
9	Office Name & address	
10	Place of posting under which constituency	
11	Home Resi. Address Phone No	
12	Residence Constituency	
13	Already Performed Election duty (If yes select position at 13 A)	
13 (A)	Select as (PRO/APRO/PO/Micro Observer/Sector Officer	
14	Home constituency	
15	Date of birth	
16	Date of Retirement/Date of Expiry of contract	
17	Mobile	
18	E-Mail ID	
19	Elector Photo I. Card Number	
20	Voter register at AC	
21	Part No.	
22	Serial No	
23	Addhar No	
24	Bank Name	
25	Bank A/c No	
26	IFSC Code	
27	Status	
28	Employee Type	(Contract/ Regular)
29	Remarks	
30	Whether any Criminal case registered against the official (Yes/No)	
31	Whether already appointed as BLO/BLo Supervisor Yes/No	
32	Whether Handicapped If yes Percentage? (enclosed Certificate)	
33	Whether vaccinated with CORONA vaccine twice/Booster Doze (Yes/NO)	

Note: If already appointed as BLO/BLo Supervisor and handicapped then copy of appointment order /certificate of handicapped may be attached. If the same is not found attached then concerned employee will not be treated for exemption.

Signature and Stamp of
Head of office