

"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**



सर्वोत्तमं शिक्षणं
श्रेष्ठं शान्तिं । सर्वे शान्तिः । सर्वे शान्तिः ।

☎: 01894-230383

Fax: 01894-230511

Email: registrar@hillagric.ac.in

No.QSD2-6/2020-CSKHPKV(GA)/- 2328-427

Dated; Palampur, the:

10 JAN 2020

CIRCULAR

It has been observed that in various offices/Units/labs, the Energy Efficient heating appliances/devices/computers etc. are not being used in the University which is one of the reasons for increasing the consumption of electricity which also resulting heavy billing on account of power consumption in the University especially in the winter season. Apart from this, it has also been observed that during off hours the electrical appliances/devices/computers etc. which are not in use during off hours remains in 'On' position which is not a good practice.

In order to put this practice on rest, it is enjoined upon all that Energy Efficient Heating appliances be used and all such appliances be turned "Off" invariably while not in use during off-hours to minimize the excessive consumption of the electrical energy and also to curtail heavy billing amounts on the University exchequer. In case any such lapse is noticed in future, suitable departmental action will be taken against the erring employees. The officials put on watch & ward duty shall invariably check the appliances after 5:00 PM daily and report the lapse, if any, to the concerned Head of Department/Office/Unit. These instructions may be adhered to strictly in letter and spirit.

All the Statutory Officers/ HODs/Units/Offices/Scientist Incharges/Programme Coordinators are requested to bring it to the notice of all employees (Teaching/Non-teaching) working under their control for strict compliance.

Registrar
CSKHPKV, Palampur.

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Dated: Even.

Copy to:

1. All the Statutory Officers, CSK HPKV, Palampur.
2. All Heads of Departments/Units/Offices, CSK HPKV, Palampur.
3. The Senior Medical Officer, University Health Centre, CSK HPKV, Palampur.
4. All the Associate Directors/ Scientists Incharge/Programme Coordinators, RRSs/RSSs/ KVKs, CSK HPKV.
5. The Joint Director (I&PR), Directorate of Extension Education, CSK HPKV, Palampur.
- ✓ 6. The Incharge, UNS, CSK HPKV, Palampur for uploading this circular in the University website-Registrar portal-General Admn.
7. The Secretary to Vice-Chancellor, CSK HPKV, Palampur.
8. All the Assistant Registrars/Section Officers/Superintendents (H.Q.), CSK HPKV, Palampur.
9. The PA to Vice-Chancellor/Registrar, CSK HPKV, Palampur.
10. The Security Supervisor, CSK HPKV, Palampur.

Registrar
CSKHPKV, Palampur.

