



“Say YES to LIFE/ Say NO to DRUGS”
CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
General Administration Branch

MOST URGENT



भारत 2023
ONE EARTH • ONE FAMILY • ONE FUTURE

No. QSD.8-6/CSK HPKV(GA)/- 69337-54
Dated: Palampur, the

28 DEC 2023

From Registrar
To All the Statutory Officers,
CSKHPKV, Palampur.



Subject: To prepare categories and suggest the names of the employees for the awards on account of their meritorious/outstanding services to the University.

Sir/Madam,

I am directed to inform that the awards to the employees of the University will be given on the eve of new year 2024 on account of their meritorious/outstanding services for which a committee under the Chairmanship of Dean, COVAS was constituted vide this office order No. QSD.8-6/CSKHPKV(GA)/68477-81 dated 22.12.2023. In this regard, a meeting of the committee was held on 27.12.2023 and the committee proposed the following categories to be awarded for their meritorious/outstanding services to the University:

S.No.	Category	Name of Post
1	Teachers & Scientists	> Professors/equiv. > Assoc. Prof./equiv. > Asstt. Prof./equiv.
2	Non-teaching	> Dy. Registrar/Asstt. Registrar > SPS/PS/PA/SSS/JSS/Steno Typist > SO/Supdt. > Supdt. G-II/Sr. Asstt./JOA(IT)/Clerk
3	Lab. Staff	> STA/TA/Jr. Technician/Lab. Asstt./ Lab Helper/Hostel Assistant
4	Field Staff	> Farm Manager/STA/TA/Field Asstt.
5	Class IV	> Mali/Beldar/Peon/Chowkidar/Sweeper/Etc.
6	Technical Staff	> Mechanic/Driver/Conductor/Electrician/Plumber/Painter/Mason/Carpenter
7	Estate Office	> Executive Engineer/Asstt. Engineer/Junior Engineer
8	University Library	> Library Staff

The following should be the broader criteria for the awards:

- Annual Performance Appraisal Report of the incumbent for the preceding year.
- Appreciation letter issued to the individual in the recognition of their meritorious/outstanding services.
- The expertise of the individual in multiple responsibilities assigned.

You are, therefore requested to supply the name(s) of the eligible employee(s) for award to the Dean, COVAS-cum-Chairman of the committee for taking further necessary action by 29.12.2023 upto 11.00 AM and the Chairman will submit its report on the same day to the Secretary to Vice-Chancellor by 4.00 PM positively.

Full care has been taken in preparing the list, still if any category is missing then the controlling officer can include in the list, please.

Yours faithfully,

Asstt. Registrar (Admn.),
CSK HPKV, Palampur.
Dated: Even

Endst. No: Even

Copy to:

- 1 The SMO, CSKHPKV, Palampur for similar action.
- 2 The Secretary to Vice-Chancellor, CSK HPKV, Palampur.
- 3 The Incharge, UNS, CSKHPKV, Palampur for uploading in the University website.
- 4 The PA to Vice-Chancellor/SPS to Registrar, CSK HPKV, Palampur.

Asstt. Registrar (Admn.),
CSKHPKV, Palampur