



Say Yes to Life/ Say No to Drugs

Chaudhary Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya
Palampur - 176062 (H.P.) India
Office of the Registrar, "Establishment Section-I"

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No.QSD.7-519/89-CSKHPKV(Estt.)/-6711-90 Dated, Palampur, the:-

2024

CIRCULAR

Sh.Suman Kumar Sharma, Personal Assistant, Vice-Chancellor's Secretariat shall retire from the University services on 30.04.2025(AN) after attaining the age of superannuation. In order to process his retirement claims, **No Due Certificate** is required from all the Offices/Depts./units of the University. It is, therefore, requested to kindly intimate this office by 21.01.2025 if anything is due against Sh.Suman Kumar Sharma, Personal Assistant. In case nothing is heard by 21.01.2025 in this office, it will be presumed that nothing is due against Sh.Suman Kumar Sharma, Personal Assistant from the Office/Deptt/Unit concerned. However, it is mandatory for those depts./offices/HAREC/RSS/KVKs to issue the No Due Certificate where Sh.Suman Kumar Sharma has worked during his service tenure.

(Signature)
21/1/24/2024
Section Officer (Estt.I)
CSKHPKV, Palampur.

Dated: Even.

Endst.No. Even.

Copy to:

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the HODs/Offices. CSKHPKV, Palampur.
3. All the Associate Directors /Scientists Incharge/Programme Coordinators, RRS/RSS/KVKs.
4. The Deputy Registrar/Assistant Registrar (Estt/Rectt./Acad./GA), CSKHPKV, Palampur.
5. The PA to Vice-Chancellor/SPS to Registrar, CSKHPKV, Palampur.
6. The Incharge, Pay Cell/Legal Cell, CSKHPKV, Palampur.
7. **The Incharge UNS, CSK HPKV, Palampur with the request to upload the same on the University website under the portal of the Registrar (Establishment).**
8. Personal file/Guard file.

(Signature)
21/1/24/2024
Section Officer (Estt.I)
CSKHPKV, Palampur.