

MOST URGENT/TIME BOUND

"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**



सर्वे सुखिनो भवन्तु
सर्वे सुखिनो भवन्तु

☎: 01894-230383

Fax: 01894-230511

Email: registrar@hillagric.ac.in

From

No. QSD. 7-3/2024/CSKHPKV (GA)/-

Dated, Palampur, the:-

02 APR 2024

18496565

Registrar

To

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



Subject:- Lok Sabha General Election 2024 -Data Entries of Employees.

Sir/Madam,

I am directed to enclose herewith the copy of letter No.SDP-ELN-4-1/2023-754-800 dated 02.04.2024 received from the Assistant Returning Officer-cum-SDM, Palampur on the above subject and to request you to direct all the Drawing and Disbursing Officers of your College/Department/office/Unit to take immediate necessary action in the matter in letter and spirit, please.

This may kindly be treated as **MOST URGENT.**

Encls: As above.

Endst. No. Even.

Copy to:-

1. The Assistant Returning Officer-Cum-SDM, Palampur, Distt. Kangra (H.P.)-176061.
2. The Incharge, UNS, CSK HPKV, Palampur for uploading above letter in the University website.
3. The Secretary to the Vice-Chancellor, CSKHPKV, Palampur.
4. The Deputy Registrar (Estt.), CSK HPKV, Palampur.
5. The PS to the Vice-Chancellor/SPS to the Registrar, CSKHPKV, Palampur.

Yours faithfully,


Assistant Registrar (Admn.),
CSK HPKV, Palampur.

Dated: Even.


Assistant Registrar (Admn.),
CSK HPKV, Palampur.

“Greater Participation for a Stronger Democracy”**Election Urgent**
Personal Attention.

No: SDP-ELN-4-1/2023- 754-800.

O/O of the Assistant Returning Officer-Cum-SDM Palampur

Dated: - Palampur-176061

2nd April, 2024

To

All the DDOs/ Head/ Branch Manager
(State Govt. / Central Govt. Department/ Corporation/ Boards)
19 – Palampur AC Segment**Subject: - Lok Sabha General Election 2024 – Data Entries of Employees**

Sir,

As you are well aware that the General Election to Lok Sabha - 2024 is going to be held on 1st June 2024. Training to all Drawing and Disbursing Officers of Assembly Constituency 19-Palampur segment is to be imparted for Updation of data of staff from various State and Central Govt. Department/Corporation/Boards in DISEWEB(NextGen DISE) Portal for formation of Polling Parties and appointment of Micro Observers.

Therefore apropos to the directions of District Election Officer (DC) Kangra at Dharamshala, if your office/Department has not attended the training which was held on 27-03-2024, you are directed to ensure that the concerned official visits Room No. -201, Election Office Palampur on 03-04-2024 or 04-04-2024 at 11:00 AM sharp, so that necessary instructions can be passed on to the person responsible for Employee data entry in DISEWEB (NextGen DISE) Portal. **It is the responsibility of the concerned DDOs to ensure no employee is left unaccounted for in the DISEWEB(NextGen DISE) Portal data submission.**

You are hereby directed to ensure that

- Your Login Credentials are created in DISEWEB(NextGen DISE) Portal & you are aware of the Credentials.
- Your complete & correct staff details are uploaded on the DISEWEB(NextGen DISE) Portal.
- A signed copy of staff list & undertaking certificate should be reached in the office of undersigned on or before 07-04-2024

A. Pruthi
Assistant Returning Officer Cum-SDM
Palampur-176061