

**PERSONAL ATTENTION**

**CSK HIMACHAL PRDESH KRISHI VISHVAVIDYALAYA PALAMPUR  
"PENSION BRANCH"**

No. QSD.1-1/2015-CSKHPKV/Pension/-

Dated, Palampur, the


02 FEB 2019

**CIRCULAR**

It has been observed that pension papers of the employees who are going to retire from University service, are not being processed in time by the Department/ Offices concerned and are sent to this office at the nick of time of retirement of the employees causing delay in issuing Pension Payment Order (PPO). Some times pension cases are found incomplete and have to be returned to the concerned department/office for attending observations which further delays disposal of pension cases.

Therefore, it is enjoined upon all concerned that the pension cases of the employees who are to retire from University service, may be prepared timely and sent to this office complete in all respects atleast one month in advance of the month of retirement for issuing Pension Payment Order to avoid inconvenience to the retiring employee.

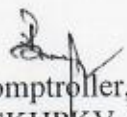
This may be given **Personal Attention.**

  
Comptroller,  
CSKHPKV, Palampur.

Endst. No. Even

Dated:

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of the Departments/Offices, CSKHPKV, Palampur.
3. All the Associate Directors/ Scientist Incharges, RRSs/RSSs/KVKs, CSKHPKV.
4. The Deputy Controller(Local Audit), CSKHPKV, Palampur.
5. The Incharge, UNS for uploading the circular on the University Website.
6. The Dy. Registrar(Admn./Acad./Estt./Rectt.), CSKHPKV, Palampur.
7. The Dy. Registrar(Accounts), CSKHPKV, Palampur.
8. PS to Vice-Chancellor, CSKHPKV, Palampur.
9. Sr. PS to Comptroller, CSKHPKV, Palampur.
10. Guard File.

  
Comptroller,  
CSKHPKV, Palampur.