



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

No. QSD.2-6/2022/CSKHPKV/GA/- 50654-50733 Dated: Palampur, the

13 SEP 2023

Circular

The Vice-Chancellor, CSK HPKV, Palampur has been pleased to approve the policy for using the University Library facility by the Outsiders with the following terms and conditions:

1. Any request for library use by the outsiders should be accompanied by an undertaking/guarantee from a serving university employee (Library User Form-Outsider).
2. The user must present a government issued ID(Aadhaar/PAN, etc.) with Photostat copy and the Librarian will give a temporary admission pass.
3. If, there is space/seat available in the reading room, then only user(s) will be admitted.
4. The university's students and staff will be given first priority.
5. Outside users will not be permitted to borrow any books or documents.
6. The user must respect the library's decorum and holiness; otherwise he or she may be prevented from using the facility.
7. The authenticated user must sign an agreement in this regard as per enclosed format.
8. If, the user happens to be alumni of the CSK HPKV then he/she can directly report to the librarian.
9. Procedure for entering in the campus will be followed as per university guidelines/rules and adherence to the COVID-19 appropriate behavior.
10. Outsider user shall be charged as per the following rates:

Sr. No.	Period	Charges (₹)
I.	1 month	500/-
II.	3 months	1300/-
III.	6 months	2500/-
IV.	Yearly	5000/-

11. The above charges will not be applicable to university employee and their family members(Spouse and Children).
12. The receipts of charges will be deposited in library fund account and used as per the guidelines of the account.

Registrar,
CSK HPKV, Palampur.

Dated: Even

Endst. No. Even.

Copy to the following for information and necessary action:

1. All the Statutory Officers, CSKHPKV, Palampur.
2. The Librarian, CSKHPKV, Palampur.
3. All the Head of Departments/Units/Offices, CSKHPKV, Palampur.
4. The SMO, CSKHPKV, Palampur.
5. The Joint Director(I&PR), CSK HPKV, Palampur.
6. The Incharge, UNS, CSKHPKV, Palampur for uploading in the University website.
7. The Secretary to Vice-Chancellor, CSK HPKV, Palampur.

Registrar,
CSK HPKV, Palampur.

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur-176 062
"University Library"

Temporary Admission Pass

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4. The University's students and staff will be the first priority.
5. Outside users will not be permitted to borrow any books or documents.
6. The user must respect the library's decorum and holiness; otherwise he or she may be prevented from using the facility.
7. The authenticated user must sign an agreement in this regard on User Form appended.
8. If the user happens to be alumni of the CSKHPKV then he/she can directly report to the librarian.
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(Applicant Signature)

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur-176062
"University Library"

Temporary Library Pass

NameFather Name.....

Address.....

Reason to use LibraryValid Up to

(Recommended by)

Applicant Signature

photo

Librarian