

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



सर्वप्रथम
सहकारिता - एकता - समृद्धि

☎: 01894-230383

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Email: registrar@hillagric.ac.in

No. QSD.7-3/2024/CSK HPKV (GA)/-60506-585
Dated, Palampur, the:-

13 NOV 2023

From

Registrar

To

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

Subject: Lok Sabha General Election-2024-Collection/preparation of data of Govt. Employees -regarding.

Sir/Madam,

I am directed to enclose herewith a copy of letter No.SDP-ELN-4-1/ 2023-609-659 dated 10.11.2023 alongwith its enclosures received from the Electoral Registration Officer (SDM), Palampur, District Kangra (HP) on the above subject and to request you to send the list of employees working under your control on prescribed format to the Electoral Officer-cum-SDM Palampur before 17th November, 2023 as requested vide ibid letter.

Encls: As above.

Yours faithfully,

Assistant Registrar (Admn),
CSK HPKV, Palampur.

Dated: Even.

Endst. No. Even.

Copy to:-

1. The Returning Officer Cum-SDM, Palampur w.r.t. his letter referred to above.
2. The Deputy Registrar (Estt.), CSKHPKV, Palampur for similar action.

Assistant Registrar (Admn),
CSK HPKV, Palampur.

Format-I

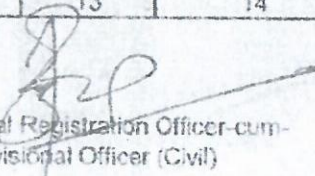
Format for Collection of Employees Data of State Govt. Employees

Name of DDO/Officer Incharge _____

Mobile Number of DDO/Officer Incharge _____

E-Mail ID of DDO/Officer Incharge _____

Name of Office/Department	Class-I (in figure)			Class-II (in Figure)			Class-III (in Figure)			Class-IV (in Figure)			Grand total of Col (4+7+10+13)
	Male	Female	Total Col. 2+3	Male	Female	Total Col. 5+6	Male	Female	Total Col. 8+9	Male	Female	Total Col. 11+12	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Offices/Department in Sub Division	Class-I (in Figure)			Class-II (in Figure)			Class-III (in Figure)			Class-IV (in Figure)			Grand total of Col (4+7+10+13)
	Male	Female	Total Col. 2+3	Male	Female	Total Col. 5+6	Male	Female	Total Col. 8+9	Male	Female	Total Col. 11+12	
	2	3	4	5	6	7	8	9	10	11	12	13	14


 Electoral Registration Officer-cum-Sub Divisional Officer (Civil)

Format-II

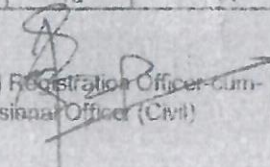
Format for Collection of Employees Data of Centre Govt. Cooperation/Board etc. i.e. Non Treasury linked Offices/Departments

Name of DDO/Officer Incharge _____

Mobile Number of DDO/Officer Incharge _____

E-Mail ID of DDO/Officer Incharge _____

Name of Officer/Department	Class-I (in Figure)			Class-II (in Figure)			Class-III (in Figure)			Class-IV (in Figure)			Grand total of Col.(4+7+10+13)
	Male	Female	Total Col. 2+3	Male	Female	Total Col. 5+6	Male	Female	Total Col. 8+9	Male	Female	Total Col. 11+12	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Offices/Department in Sub Division	Class-I (in Figure)			Class-II (in Figure)			Class-III (in Figure)			Class-IV (in Figure)			Grand total of Col (4+7+10+13)
	Male	Female	Total Col. 2+3	Male	Female	Total Col. 5+6	Male	Female	Total Col. 8+9	Male	Female	Total Col. 11+12	
	2	3	4	5	6	7	8	9	10	11	12	13	14


 Electoral Registration Officer cum-
 Sub Divisional Officer (Civil)

No. SDP-ELN-4-1/2023-609-659
Office of the Electoral Registration Officer (SDM),
Palampur, Distt. Kangra, HP.

Dated: Palampur-176061

10 November 2023

From

The Electoral Registration Officer (SDM),
Palampur, Distt. Kangra.

To

All the Head of Institute /Offices /Department
Boards/Cooperation/Autonomous Bodies, nationalize banks etc
Of District Kangra & Central Govt Located in District Kangra

Subject:-

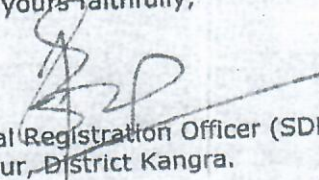
**Lok Sabha General Election-2024-Collection/Preparation of data
of Govt Employees -regarding**

Sir,

With reference to the subject cited above you are requested to send the staff lists(s). In format-I state Govt Employs and Central Govt / Corporations/ Boards Nationalize Banks on Format-II .you are requested to send above list in office of Electoral Officer cum SDM Palampur before 17 November 2023 without fail.

Encls: Format-I&II

yours faithfully,


Electoral Registration Officer (SDM),
Palampur, District Kangra.