



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



No. QSD.2-6/2020-CSKHPKV (GA)/- 65827-926

Dated Palampur, the

**CIRCULAR**

08 DEC 2023

It has generally been observed by the Estate Office that in various offices/Units/labs, the Energy Efficient Heating appliances/devices/computers etc. are not being used in the University which is one of the reason for increased consumption of electricity resulting in heavy billing on account of power consumption in the University especially in the winter season. Apart from this, it has also been observed that during off hours the electrical appliances/devices/computers etc. which are not in use remain in "On" position which is not a good practice.

In order to put this practice on rest, it is enjoined upon all that Energy Efficient Heating appliances be used and all such appliances be turned "Off" invariably while not in use during off-hours to minimize the excessive consumption of the electrical energy and also to curtail heavy billing amounts on the University exchequer. In case any such lapse is noticed, suitable action will be taken against the erring employee(s). The officials put on watch & ward duty shall invariably check the appliances daily and report the lapse, if any, to the concerned Head of Department/ Office/Unit. These instructions may be adhered to strictly in letter and spirit.

All the Statutory Officers/HODs/Units/Offices/Scientist Incharge/Programme Coordinators are requested to bring it to the notice of all employees (Teaching/Non-Teaching) working under their control for strict compliance.



Registrar,  
CSKHPKV, Palampur.

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Copy to:

Dated:Even

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All Heads of Department/Units/Offices, CSKHPKV, Palampur.
3. The Senior Medical Officer, University Health Centre, CSKHPKV, Palampur.
4. All the Associate Directors/ Scientists Incharge/Programme Coordinators, RRSs/RSSs/KVKs, CSKHPKV, Palampur.
5. The Joint Director(I&PR), Directorate of Extension Education, CSKHPKV, Palampur.
6. The Incharge, UNS, CSKHPKV, Palampur for uploading this circular in the University website-Registrar portal-General Admn.
7. The Secretary to Vice-Chancellor, CSKHPKV, Palampur.
8. All the Assistant Registrars/ Section Officers/Superintendents (H.Q.), CSKHPKV, Palampur.
9. The PA to Vice-Chancellor/Registrar, CSKHPKV, Palampur.
10. The Security Supervisor, CSKHPKV, Palampur.

Registrar,  
CSKHPKV, Palampur.