



Say Yes to Life/ Say No to Drugs

चौ.स.कृ. हिमाचल प्रदेश कृषि विश्वविद्यालय, पालमपुर
**CHAUDHARY SARWAN KUMAR HIMACHAL PRADESH
 KRISHI VISHVAVIDYALYA, PALAMPUR**
Office of the Registrar, Establishment Section-I



सहयोग कृषि कर्म
 ONE EARTH - ONE FAMILY - ONE FUTURE

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No.QSD.7-783/22-CSKHPKV (Est.)/- 38547-71

Dated: Palampur, the:-

Office Order

25 JUL 2024

The Registrar, CSKHPKV, Palampur has been pleased to extend the contractual appointment of the following officials of University for a period of one year from the date as mentioned against each at a fixed contractual amount equal to 60% of the first cell of the applicable level of pay matrix i.e. level-3 (Rs. 20200x60% = Rs.12120/-) for clerk and Level-4 (Rs. 20600x60% = Rs.12360/-) for Junior Office Assistant (I.T) per month respectively:-

Sr. No.	Name & Designation	Contract Renewal
1.	Sh. Vikas Saini, JOA-IT, Estate Office	29.06.2024 (FN) to 28.06.2025 (AN)
2.	Sh. Chandan Mehra, JOA-IT, Deptt. of Genetics & Plant Breeding, COA	28.06.2024 (FN) to 27.06.2025 (AN)
3.	Ms. Kalpana, JOA-IT, HAREC Dhaulakuan	25.07.2024 (FN) to 24.07.2025 (AN)
4.	Sh. Kapil Kumar, JOA-IT, Deptt. of Horticulture & Agroforestry	20.07.2024 (FN) to 19.07.2025 (AN)
5.	Sh. Ram Chand, JOA-IT, Deptt. of Soil Science	25.07.2024 (FN) to 24.07.2025 (AN)
6.	Sh. Shubham Choudhary, JOA-IT, SAREC Kangra	01.07.2024 (FN) to 30.06.2025 (AN)
7.	Sh. Anil Kumar, JOA-IT, Deptt. of Agr. Econ. Ext. Edu. & Rural Sociology	01.07.2024 (FN) to 30.06.2025 (AN)
8.	Sh. Vivek Chohan, Clerk, KVK Hamirpur	01.07.2024 (FN) to 30.06.2025 (AN)

Their contractual appointment/ Extension is on the following terms and conditions:

- That his/her appointment as Clerk/ Junior Office Assistant (I.T) on contract basis will be for a period of one year;
- The contractual appointee will be paid a fixed amount @ Rs. 12120/- (Clerk) and Rs. 12360/- (JOA-I.T) (fixed amount, equal to 60% of the first cell of the applicable Level-3 and Level-4 of the pay matrix of the corresponding cadre of employees appointed/ working on regular basis) per month and no other allied benefits such as seniority/ selection scales etc. will be given;
- The services of contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, with in a period of 45 days from the date on which a copy of termination orders is delivered to her;
- That the contractual appointment will not confer any right for regularization in service at any stage;
- The contract appointee will be entitled for one day's casual leave after putting one month service, 10 days medical leave and 5 days special leave in a calendar year. A female contract appointee with less than two surviving children may be granted maternity leave for 180 days. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of the number of surviving children) during the entire

v) service, in case of miscarriage including abortion, on production of medical certificate issued by the authorized Government Medical Officer/University Medical Officer. A contract appointee shall not be entitled for medical re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year;

vi) Unauthorized absence from the duty without the approval of Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond her control on medical grounds, such period shall not be excluded while considering his case for regularization but the incumbent shall have to intimate the Controlling Officer in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty.

Provided that he shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government;

vii) Contract appointee will be entitled to TA/DA if required to go on tour in connection with his official duties at the same rate as applicable to regular counterpart official at the minimum of pay scale;

viii) that he will have to execute a prescribed **agreement bond** with the University duly registered and attested by the competent authority;


ix) that if at any stage of his appointment, he desire to resign the contractual agreement, he will have to give one month clear notice in writing to the University or deposit the emoluments for the period for which the notice falls short of one month;

x) that he will have to perform the official duties as assigned to him by the Head of the Department/ Controlling Officer;

xi) An official/officer appointed on contract basis who has completed three years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds;

xii) Provisions of service rules like FR SR, Leave Rules, GPF Rules, Pension Rules & Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. The Employees Group insurance Scheme as well as EPF/GPF will also not be applicable to contract appointee.

Yours faithfully,


Section Officer (Estt.-I),
CSKHPKV, Palampur.
Dated: Even.

Endst.No. Even.

Copy to:-

1. The Dean, College of Agriculture, CSKHPKV, Palampur.
2. The Director Extension Education, CSKHPKV, Palampur.
3. The Director of Research, CSKHPKV, Palampur.
4. The Estate officer, Estate Organization, CSKHPKV, Palampur.
5. The Comptroller, CSKHPKV, Palampur.
6. The Head, Deptt. of Genetics & Plant Breeding/ Deptt. of Horticulture & Agroforestry/ Deptt. of Soil Science/ Deptt. of Agr. Econ., Ext. Edu. & Rural Sociology, COA, CSKHPKV, Palampur.
7. The Associate Director, HAREC, Dhaulakuan.

8. The Programme Coordinator, KVK, Bara at Hamirpur.
9. The Scientist Incharge, ~~BARC~~, ~~Ma~~ ~~Bara~~.
10. The Deputy Controller (State Audit), CSKHPKV, Palampur.
11. The Incharge, Pay Cell, CSKHPKV, Palampur.
12. **The Incharge, UNS, CSKHPKV, Palampur with the request to upload the same in the University Website.**
13. PA to Vice-Chancellor/SPS to Registrar, CSK HPKV, Palampur.
14. Individual Concerned through HOD.
15. Guard File.




Section Officer (Estt.-I),
CSKHPKV, Palampur.