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No.QSD/2-2/Estt./2024/CSKHPKV/COBS/266-306

Dated, Palampur the: 23/4/2024

To

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of the Departments/Offices, CSKHPKV, Palampur.
3. All the Associate Directors/Scientist-In- Charges, RRSs/RSSs/KVKs, CSKHPKV, Palampur
4. The Sr. Medical Officer, CSKHPKV, Palampur.
5. The Secretary to the Vice-Chancellor, CSKHPV, Palampur.
6. The Deputy Controller (State Audit), CSKHPV, Palampur.

Subject: No Dues Certificate in respect of Dr. Usha Rana, Professor, Department of Biology & Environmental Sciences.

Sir,

It is intimated that Dr. Usha Rana, Professor, Department of Biology & Environmental Sciences is retiring from the University services on 30.09.2024(AN) on attaining the age of superannuation. In order to process her retirement claims, you are requested to kindly make available the "No Dues Certificate" in respect of above named Professor latest by 31.07.2024. In case no reply is received from your end by the above mentioned date i.e. 31.07.2024, it will be presumed that nothing is due against the above said Professor so far as your department/office is concerned. It is also made clear that those department(s)/office(s) in which above named incumbent have rendered her services, issuing of No Dues Certificate by them is mandatory.

Yours faithfully,

Dean,
College of Basic Sciences,
CSKHPKV, Palampur

Copy to

1. The Incharge, UNS, CSKHPKV, Palampur with the request to upload the letter in the university website for wide publicity.
2. Individual concerned for information.
3. Shri Jai Raj, Sr. Technical Assistant Gr-II-cum-Store Keeper, College of Basic Sciences, CSKHPKV for similar necessary action.

Dean,
College of Basic Sciences,
CSKHPKV, Palampur