

Most Urgent/Personal Attention

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur  
"Accounts Branch"

No. QSD.10-58/2020/CSKHPKV(A/cs)/-2382-2482

Dated: 08 JAN 2021

From

Comptroller

To

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Associate Director( R&E)/Scientist Incharge/Programme Coordinators, Regional Research Centres/RSS/KVKs, CSKHPKV
3. All the Heads of Department/Officers/DDOs in CSKHPKV, Palampur
4. The Medical Officer, CSKHPKV, Palampur

**Subject: Regarding updation of Personal Management database of University Employees.**

Sir,

Your attention is invited to the Registrar's office letter No. QSD.4-15/09-CSKHPKV/ (GA)/70904-71003 dated 14.12.2020 on the above cited subject.

In this context, it is pointed out that inspite of repeated requests, the service books/records of the university employees have not yet been completed and uploaded on Personal Management database as has also been pointed out by the Registrar, CSKHPKV vide his letter referred to above.

Therefore, it is once again requested that the updation of service books/records of all the employees working in different Deptts/Units/offices may be completed by 31.01.2021, positively and compliance should be reported to this office on or before 31.1.2021. The salary for January, 2021 paid in February, 2021 will be released only those employees entered on Personal Management database as on 31.01.2021.

All the HODs/Deptts/Units are again requested to look into the matter personally and ensure completion of work related to service books/records of all the employees of the university within stipulated period.

**This may kindly be treated as Most Urgent.**

Yours faithfully,

Comptroller,  
CSKHPKV, Palampur

Copy to:

1. The Registrar, CSKHPKV, Palampur for information, please.
2. The Secy. to the Hon'ble Vice-Chancellor, CSKHPKV, Palampur for information.
3. Computer Programmer O/o the Comptroller, CSKHPKV, Palampur for necessary action.
4. Superintendent (Accounts) O/o the Comptroller, CSKHPKV, Palampur for necessary action.
5. *Spk LMS for uploading in the university website.*

Comptroller,  
CSKHPKV, Palampur