

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
"General Administration Branch"

14 MAY 2018

No.QSD.2-6/2011-CSKHPKV(GA)/Vol.IX/ 22702-801 Dated Palampur, the :

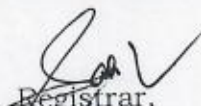
CIRCULAR

Despite of numerous instructions issued at times emphasizing upon all the employees working in different departments of the University to maintain discipline and observe punctuality, the instances are still coming to the notice of the Vice-Chancellor, CSK HPKV, Palampur that some of the employees do not adhere to the prescribed office time schedule. As some of the employees are habitual late comers or reach their offices/departments late after the prescribed hours of duty. Non-observance of punctuality is highly objectionable and is detrimental to good discipline, regularity and efficient working. Such types of unhealthy practice not only tarnish the image of the University but also attract stringent disciplinary action against the defaulters.

The Vice-Chancellor has taken a serious view on such type of tendency of the some of the employees and has ordered to direct all the concerned Incharges/Controlling Officers to issue advisory/warning. Incharge(s)/Controlling Officer(s) failing to initiate action shall be liable for disciplinary action.

All the Statutory Officers/Heads of the Deptts./Units/Offices are requested to bring it to notice of all the staff/employees working under their control to stick to the prescribed office timings failing which stringent disciplinary action against the defaulters will be taken as per rules. Further, if any staff working under them is found defaulter, the action to deduct salary of absence period may also be taken. Surprise check should be conducted by the Controlling Officers/HODs within their jurisdiction to ensure punctuality. The names of the habitual defaulters may be reported to the respective disciplinary authorities for suitable action.

The above instructions may be adhered to in letter and spirit.

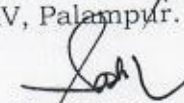

Registrar,
CSK HPKV, Palampur.

Dated Palampur, the

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Copy of the above is forwarded to the following for information and necessary action.

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Head of the Departments/Units/Offices, CSKHPKV, Palampur.
3. All the Assoc. Directors/Scientist Incharges/Programme Coordinators, RRS/RSSs/KVKs.
4. Joint Director(Audit), CSKHPKV, Palampur.
5. Joint Director(I&PR), CSKHPKV, Palampur.
6. PA to the Vice-Chancellor/PS to Registrar, CSKHPKV, Palampur.
7. ✓ Incharge, UNS, CSKHPKV, Palampur for uploading on the University website under the portal of Registrar (Gen. Admn.).
8. All Deputy Registrar/Asstt. Registrars/Section Officers (HQs.)
9. All Dealing Assistants, GA, Branch, CSKHPKV, Palampur.
10. Guard file.


Registrar,
CSKHPKV, Palampur.