

DR YASHWANT SINGH PARMAR
UNIVERSITY OF HORTICULTURE & FORESTRY, NAUNI, SOLAN
"ESTABLISHMENT BRANCH"

No. UHF/Regr/Estt/1-72/86/Vol-II- 52521-571

Dated: 1-3-2023

OFFICE ORDER

It has come to the notice of the competent authority that despite repeated instructions some of the Heads of Departments/Incharges are forwarding cases of employees (teaching/non-teaching) working on contractual basis for renewal of their contractual appointment without furnishing the "work and conduct" report of the concerned for the last one year. Besides this, the cases of such contract employees are being sent to the competent authority after the expiry of previous service contract agreement. Therefore, it is once again emphasized upon all the concerned that the cases of employees for renewal of contractual appointment shall be sent atleast one month prior to expiry of previous contract agreement alongwith "work and conduct" report of the concerned duly certified by the concerned Head of the Departments/Incharges of the Station.

These instructions may please be brought to the notice of all concerned for strict compliance. Any negligence hereafter will lead for disciplinary action against the defaulter.

(Sandeep Negi) IAS
Registrar 13/23

Endst: No. Even: 52521-571

Dated: 1-3-2023

Copy to:

1. All the Statutory Officers, UH&F, Nauni, Solan.
2. All the Heads of the Departments of COH/COF & other Heads of Offices at Nauni, Solan.
3. All the Associate Director (R&E)/Incharges out stations/KVKs.
4. The Assistant Registrars (Acad/E-II/GA), office of the undersigned.
5. The Personal Assistant to the undersigned, UH&F, Nauni, Solan.
6. Guard file.

Registrar
13/23