

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

No.UHF/Regr/Estt/1-72/2017/III- 1013-53

Dated: 7/4/17

OFFICE ORDER

In continuation of this office order No. No.UHF/Regr/Estt/1-72/2015/III- 3750-85 dated 30.5.2015 read with office order of even No.11438-88 dated 28.8.2015, it is informed that the entry of service verification is required to be attested by the Heads of Departments/Offices/Stations in the service books of employees working under their control. However, other entries in the service books like leave, pay fixation order promotion order etc. issued by the competent authority can be attested by other Gazetted Officer (except in his/her own service book) in respect of Gazetted Officers and non teaching employees by the Superintendents or next higher officers (except his/her own service book) as per provision contained in Rule 199 of SR (Supplementary Rules). Accordingly, all the Statutory Offices, Heads of Departments/Offices/ Stations are requested to authorise the Gazetted Officer to attest all entries in service book except service verification in respect of all Gazetted Officers and also to Superintendents or other higher officers to attest all entries except service verification in respect of all non-teaching employees (except his/her own service book) as per provision contained in Statutes 7.16 (i) and Rule 199 of SR.

All concerned may adhere to these instructions strictly in letter and spirit.

D. P. Sharma
06.04.17
Registrar

Endst. No. Even: 1013-53

Dated: 7/4/17

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

1. All the Statutory Officers, UH&F, Nauni, Solan.
2. The Dean, College of Horticulture & Forestry, Neri, Distt: Hamirpur, HP.
3. All the Heads of Departments/Offices, UH&F, Nauni, Solan.
4. All the Associate Directors (R&E)/Programme Coordinators/Scientists Incharges of Research Stations/KVKs.
5. The Joint Controller (Audit), UH&F, Nauni, Solan.
6. The Secretary to the Vice-Chancellor, UH&F, Nauni, Solan.
7. All the Dealing Assistants (Establishment Branch).
8. Guard file.

D. P. Sharma
06.04.17
Registrar