

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

No.UHF/Regr/Estt/7-421/97/Vol-II/- 22652-97

Dated: 5/12/14

OFFICE ORDER

Despite instruction issued vide this office order No. UHF/Regr/Estt-1/7-216/88/Vol-II/-7928-83 dated 03.07.2009 indicating the specific reference of the University Statute 7.7 (ii) to the effect that cases of employees for **clearance of probation period** are either not sent to this office well in advance or are sent very late by the concerned Controlling Officers as a result of which the process of issuance of certificate of satisfactory work and conduct/clearance of probation period delays a lot causing inconvenience to the individual(s) concerned. This has been viewed seriously by the Hon'ble Vice-Chancellor. It is, therefore, impressed upon all the Statutory Officer/Heads of the Department/Offices/Controlling Officers to send the aforesaid cases to the competent authority at least two months before the date of expiry of the probation period along with report about the work and conduct of the employees appointed on probation with definite recommendations about the fitness of their confirmation in the service.

Issued for strict compliance.



Registrar

Endst. No. Even: 22652-97
Copy to:

Dated: 5/12/14

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



Registrar