DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH Directorate of Agriculture, Krishi Bhawan, Boileauganj, Shimla-171005

Phone: 0177-2830174, 2830162, 2830618

e-mail: krishibhawan-hp@gov.in

website: agriculture.hp.gov.in

2 5 JUN 2025

Dated Shimla-5, the

No. Agr. H(I)(B)2-5/2015-Vol.-II То

> 1. The Additional Director of Agriculture, North Zone, Dharamshala, District Kangra, Himachal Pradesh.

All the Controlling Officers/Heads of Offices. 2. in the Department of Agriculture, Himachal Pradesh.

Subject:-Regarding requisition of vacancies, selection process and offer of appointments-guidelines thereof.

Memo.

This is with references to letter number PER(AP)-C-B(15)- 3/2024-Loose, dated 14.05.2025 received from the Secretary (Personnel) to the Government of Himachal Pradesh on the subject cited above.

In this context, it is informed that the State Government has enacted the Himachal Pradesh Recruitment and Conditions of Service of Government Employees Act, 2024 which has come into force from 20.02.2025. The certain provisions of the Act have been given retrospective effect from the 12th December, 2003 and recruitment "on contract basis" one of the modes of recruitment has been substituted by the word "by regularization", as such, the mode of appointment on contract basis no longer exists. The Government of Himachal Pradesh has laid down the terms and conditions for recruitment as Trainee, copy of letter dated 14.05.2025 is enclosed herewith. You are further informed that "it has also been decided by Government that after the commencement of the Act ibid i.e. 20.02.2025, the cases where offer of appointment has been made to the candidates on contract basis, vacancies advertised and requisitions pending with the Recruitment Agencies till date shall also be governed under these guidelines."

You are also informed that after 20.02.2025, the Department has appointed 2 Junior Office Assistants (I.T.) vide office orders No. Agr.H(I)(B)2-5/2015-Vol.-II, dated 05.03.2025 and 28.04.2025 in the office of the Deputy Director of Agriculture, Bilaspur and Kullu (copies enclosed), therefore, you are hereby directed to sign a fresh agreement of these newly appointed Junior Office Assistants (I.T.) as per the terms and conditions laid down by the Department of Personnel, Government of Himachal Pradesh vide letter referred ibid under intimation to this Directorate.

25 6 25 (Jeet Singh) Director of Agriculture Himachal Pradesh. Dated Shimla-5, the

Endst. No. As above

2 5 JUN 2025

Copy forwarded to the following for information and further necessary action :-

1. The Private Secretary, to the Director of Agriculture, H.P. Shimla-171005. 2. The Officer Incharge, I.T. Cell, Directorate of Agriculture, H.P. Shimla-171005. He is requested to **de Up**load the same in the Departmental website.

> Director of Adriculture Himachal Pradesh.



No. PER(AP)-C-B (15)-3/2024-Loose Government of Himachal Pradesh Department of Personnel (AP-III)

From

To

The Secretary (Personnel) to the Government of Himachal Pradesh

1. All the Administrative Secretaries to the Government of Himachal Pradesh.

2. All Heads of Departments in Himachal Pradesh.

- 3. All Divisional Commissioners/Deputy Commissioners in Himachal Pradesh.
- 4. All the Chairmen/Managing Director/Secretaries & Registrars of all the Public Sector Undertakings/ Corporations/Boards/Universities, etc. in H.P.
- 5. The Secretary, HP Public Service Commission, Shimla-2.
- 6. The Secretary, HP Rajya Chayan Aayog, Hamirpur.

	Dated:	Shimla-171002,	the	14 th May, 2025.	
ect: -	Regarding	requisition of vacan	cies. sele	ection process and	ł

Subject: -

Regarding requisition of vacancies, selection process and offer of appointments–guidelines thereof.

Madam/Sir,

I am directed to refer to the subject cited above and to say that the State Government has enacted the Himachal Pradesh Recruitment and Conditions of Service of Government Employees Act, 2024 which has come into force from 20.02.2025. The certain provisions of the Act have been given retrospective effect from the 12th December, 2003 and recruitment "on contract basis" one of the modes of recruitment has been substituted by the word "by regularization", as such, the mode of appointment on contract basis no longer exists.

2. The matter has been considered by the Government and it has been decided that in the cases where vacancies have been advertised under the then provisions of relevant Rules, selection process underway & completed, recommendations made and offer of appointment thereof given to the candidates irrespective of fact

Page 1 of 4

whether joined/joining kept on hold, such cases shall be regulated with the following terms & conditions:-

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- i. The candidates shall be engaged as Trainee (Name of the post).
- ii. The candidate engaged as Trainee shall sign an agreement asper Annexure-A appended to these instructions.
- iii. The regularisation of the incumbents engaged as Trainees willbe governed by the instructions issued in this regard by theGovernment, after completion of training.
- iv. The Trainee...... (Name of the post) will be paid consolidated fixed amount @ ₹...../- P.M (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
- v. The candidates engaged as Trainee shall not be entitled for the service benefits as are admissible to Government employees on regular basis.
- vi. The service of the Trainee will be governed on the basis of agreement (Annexure-A). The engagement is liable to be terminated in case the performance/conduct of the Trainee is not found to be satisfactory. In case, the Trainee is not satisfied with the termination orders served by the Engaging Authority, he/she may prefer an appeal before the Appellate Authority who shall be higher in rank to the Engaging Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered to him/her.

vii. The Trainee engaged will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged shall also be entitled for maternity leave not exceeding 45 days' (irrespective of the number of surviving children) during the entire service, in case of miscarriage including abortion, on

Page 2 of 4

production of medical certificate issued by the authorised Government Medical Officer. A Trainee engaged shall not be entitled for medical re-imbursement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee. Unavailed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

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Unauthorised absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.

Provided that he/she shall submit the certificate of illness/ fitness in support of his/her illness, issued by the Medical Officer, as per prevailing instructions of the Government.

Selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non-Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement shall be held in abeyance until the confinement is over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of Medical

Page 3 of 4

fitness certificate from the authority as specified above, she may be engaged.

x. Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.

xi. Provisions of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules and Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.

3. It has also been decided that after the commencement of the Act *ibid* i.e. 20.02.2025, the cases where offer of appointment has been made to the candidates on contract basis, vacancies advertised and requisitions pending with the Recruiting Agencies till date shall also be governed under these guidelines.

4. These instructions may be brought to the knowledge of all concerned for strict compliance.

Yours faithfully,

Enclosure: As above.

(Sant Raj Puharta) Under Secretary (Personnel) to the Government of Himachal Pradesh Phone No.0177-2628479 Endst.No.PER(AP)-C-B(15)-3/2024-Loose Dated: Shimla-2^{14th} May, 2025.

Copy to all the Section Officers in HP Secretariat, Shimla-171002 for information and necessary action.

Under Secretary (Personnel) to the Government of Himachal Pradesh

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Annexure-A

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This agreement is made on this	day of				
in the year	between Sh./Smt.				
S/o/D/o Shri R/o					
Trainee (hereinafter called the FIRST PARTY), AND The Governor of					
Himachal Pradesh through	(Designation of the				
Appointing Authority) Himachal Pradesh (here-in-after referred to as					
the SECOND PARTY).					

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY as a Trainee (name of the post) and the FIRST PARTY has agreed to the same, on the following terms and conditions:-

- 1. That the FIRST PARTY shall remain on job training under SECOND PARTY as a Trainee (Name of the post) for a period of two years commencing on day of ______and ending on the day of ______.
- That the Trainee...... (Name of the post) will be paid consolidated fixed amount @ ₹....../- P.M (which shall be 60% of the first cell of the applicable level of pay matrix of the corresponding cadre).
- 3. That the engagement of FIRST PARTY will be purely on temporary basis. The engagement is liable to be terminated in case the performance/conduct of the Trainee is not found satisfactory.
- 4. That the Trainee engaged will be entitled for one day's casual leave after putting in one month's service, 10 days' medical leave and 5 days' special leave, in a calendar year. A female Trainee engaged with less than two surviving children, may be granted maternity leave for 180 days'. A female Trainee engaged shall also be entitled for maternity leave not exceeding 45 days' (irrespective of the number of surviving children)

Page 1 of 3

during the entire service, in case of miscarriage including abortion, on production of medical certificate issued by the authorised Government Medical Officer. A Trainee engaged shall not be entitled for medical re-imbursement, LTC etc. No leave of any other kind, except above, will be admissible to the Trainee.

Un-availed casual leave, medical leave and special leave can be accumulated upto the calendar year and will not be carried forward for the next calendar year.

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5. That the unauthorised absence from the training without the approval of the Controlling Officer shall automatically lead to the termination of the Trainee. However, in exceptional cases, where the circumstances for un-authorised absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularisation after completion of training but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the Trainee shall not be entitled for any remuneration for this period of absence from duty.

Provided that he/she shall submit the certificate of illness/fitness in support of his/her illness, issued by the Medical Officer, as per prevailing instructions of the Government.

6. That the selected candidate will have to submit a certificate of his/her fitness issued by a Medical Board in case the post for which he is being given training is a Gazetted post and by Government Medical Practitioner in case the said post is a Non-Gazetted. In case of women candidates who are to be engaged for training to carry out hazardous nature of duties, as a result of tests is found to be pregnant of 12 weeks' standing or more shall be declared temporarily unfit and her engagement shall be held in abevance until the confinement is

Page 2 of 3

over. Such woman candidate be re-examined for medical fitness six weeks after the date of confinement, and if she is found fit on production of Medical fitness certificate from the authority as specified above, she may be engaged.

- 7. That the Trainee will be entitled to TA/DA if required to go on tour in connection with his/her training duties at the same rate as applicable to regular counterpart official at the minimum of pay scale.
- 8. That the provisions of service rules like FRSR, Leave Rules, GPF Rules, Pension Rules and Conduct rules etc. as are applicable in case of regular employees will not be applicable in case of a Trainee. The Employees Group Insurance Scheme as well as EPF/GPF will also not be applicable to a Trainee.
- 9. That the FIRST PARTY understands and agrees that on account of the said engagement, he/she shall not be entitled for any service benefits as are admissible to the Government employees on regular basis and he/she shall not claim the same. He/she may be considered for regular appointment only after successful completion of the training as per the instructions of the Government.

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

(Name and Full Address)

(Signature of the FIRST PARTY)

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(Name and Full Address)

(Signature of the SECOND PARTY)

Page 3 of 3

Registered



DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH Directorate of Agriculture, Krishi Bhawan, Boileauganj, Shimla-171005

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No. Agr. H(I)(B)2-5/2015-Vol.-II

Dated Shimla-5, the

OFFICE ORDER 2025

On the recommendations of **Himachal Pradesh Rajya Chayan Aayog**, **Hamirpur, District Hamirpur, H.P.,** Smt. Bhama Devi, W/o Sh. Bhupender Kumar, Village -Kutahachi, Post Office - Sukibain, Tehsil - Balh, District - Mandi, H.P., is herby offered appointment to the post of Junior Office Assistant (LT).

to the post of Junior Office Assistant (I.T.) purely on Contract basis, initially for a period of one year, in 2025 on fixed contractual amount of **Rs. 12,360**/- per month, in level- 4 of the pay matrix, as per Rule 3(j) of the H.P Civil Services (Revised Pay) Rules, 2022 subject to the conditions that the joining shall be considered on or after 28.04.2025 (upto 07.05.2025 including joining time), in the public interest and posted in the office of Deputy Director of Agriculture, Kullu, District Kullu, H.P., on the following terms and conditions:-

1. He/She will be paid a fixed contractual amount @ Rs.12,360 /- per month.

- 2. The Service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered.
- 3. He / She will be entitled for one day's casual leave after putting in one month service. A female contract appointee with less than two surviving children may be granted maternity leave for 180 day's. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of number of surviving children) during the entire service, in case of miscarriage including abortion on production of Medical certificate issued by the authorized Government Medical Officers. However, he/she will also be entitled for 10 days Medical Leave and 05 days Special Leave. He/she will not be entitled for Medical reimbursement and LTC, etc. No leave of any kind except above is admissible to him/her.
 4. Unauthorized absence from duting a duting a duting in one month service.
 - Unauthorized absence from duties without approval of the controlling officer shall automatically lead to the termination of the contract agreement. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond their control on medical grounds, such period shall not be excluded while considering their case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, he / she shall not be entitled for contractual amount for this period of absence from duty.

- 5. He/She will submit a certificate of his/her fitness from the Chief Medical Officer of the concerned district / zonal Hospital.
- 6. He/She will be entitled to TA/ DA, if required to go on tour in connection with the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.
- 7. Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules, etc. as are applicable in case of regular employees will not be applicable in his/ her case.
- 8. No travelling allowance will be paid to him/her for joining duties in his/her respective place of postings.
- 9. He/She will have to produce an affidavit to the effect that there is no court case/ criminal/ vigilance or appeal thereof pending for adjudication in any Court of Law in or outside the State of Himachal Pradesh against him/her.
- 10. In case, the contract appointee do not report for duty within the stipulated time period to the allotted station or brought outside influence for change of station, in that event the offer of appointment will stand automatically cancelled.
- 11. In rare and exceptional circumstances if a contractual employee is transferred to another station/ cadre/ establishment on his/ her own request with the approval of the competent authority, he/ she shall be treated as fresh appointee in the new station/ cadre/ establishment and the services rendered on contract basis in the earlier cadre/establishment on appointment/ transfer to another station/ cadre/ establishment will not be counted for regularization purposes and for any other financial benefits. The contract appointee will be treated as fresh appointee for all intents and purposes.
- 12. The services of the incumbents appointed on contract basis will be regularized once in a year as per provisions of instructions issued by the Department of Personnel vide letter No.PER(AP)-C-B(2)-2/2015, dated 02.12.2023 and any amendment issued from time to time, in future.

If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidate, he/she may report for duty in his/her respective place of postings mentioned against his/her name, on or before 07.05.2025, positively. He/She is further directed to execute the enclosed Contract Agreement and affidavit as stipulated in conditions No.9 above on the stamp paper of Rs. 10/- (Ten Rupees).

The appointment shall be considered **provisional** till the verification of character and antecedents, which will be carried out on the basis of self declaration form (copy enclosed), submitted by the candidate at the time of joining duties, certifying there in that all facts and detail given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidate in self declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.

(Kumad Singh, I.A.S.)

(Kumad Singh, I'A.S.) Director of Agriculture Himachal Pradesh. Phone No.-0177-2830620.

28 APR 2025

No. Agr. H(I)(B)2-5/2015-Vol.-II

Dated Shimla-5, the

Copy for information and further necessary action to following:-

- 1. The Secretary, (Agri.), to the Government of H.P. Shimla-171002 w.r.t. his letters No's. Agr.A-B(1)-7/2016, dated 21.09.2021, Agr. A-B (5)-7/2004-1, dated 10.07.2019 and Agr.A-B(1)-3/2018, dated 17.12.2020.
- 2. The Secretary, Himachal Pradesh Rajya Chayan Aayog, Hamirpur, District Hamirpur, H.P., w.r.t. his letter No. 3283, dated 24.03.2025.
- 3. The Additional Director of Agriculture, North Zone, Dharamshala, District Kangra, H.P.
- 4. The Deputy Director of Agriculture, Kullu, District Kullu, H.P.
- 5. The Chief Medical Officer, Kullu, District Kullu, H.P.
- 6. The Officer Incharge, I.T. Cell, of this Directorate with the directions to upload these orders on official website.
- 7. The Individual concerned through Registered Post, she is directed to contact the office of concerned Chief Medical Officer, of District / Zonal Hospital for her medical examination.
- 8. Guard File.

(Kumad Singh, I.A.S.)

Director of Agriculture Himachal Pradesh. Phone No.-0177-2830620.



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No. Agr. H(I)(B)2-5/2015-Vol.-II

Dated Shimla-5, the

OFFICE ORDER

5 MAR 2025

On the recommendations of Himachal Pradesh Rajya Chayan Aayog, Hamirpur, District Hamirpur, H.P. Sh. Nikhil Jamwal, S/o Sh. Santosh Kumar Jamwal, Village and Post Office - Saigaloo, Tehsil Kotli, District Mandi, H.P., is herby offered appointment to the post of Junior Office Assistant (I.T.) purely on Contract basis, initially for a period of one year, in 2025 on fixed contractual amount of Rs. 12,360/- per month, in level- 4 of the pay matrix, as per Rule 3(j) of the H.P Civil Services (Revised Pay) Rules, 2022 subject to the conditions that the joining shall be considered on or after 05.03.2025 (upto 15.03.2025 including joining time), in the public interest and posted in the office of Deputy Director of Agriculture, Bilaspur, District Bilaspur, H.P., on the following terms and conditions:-

He/She will be paid a fixed contractual amount @ Rs.12,360 /- per month.

- 2. The Service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found satisfactory. In case the contract appointee is not satisfied with the termination orders issued by the Appointing Authority, he may prefer an appeal before the Appellate Authority who shall be higher in rank to the Appointing Authority, within a period of 45 days, from the date on which a copy of termination orders is delivered.
- 3. He / She will be entitled for one day's casual leave after putting in one month service. A female contract appointee with less than two surviving children may be granted maternity leave for 180 day's. A female contract appointee shall also be entitled for maternity leave not exceeding 45 days (irrespective of number of surviving children) during the entire service, in case of miscarriage including abortion on production of Medical certificate issued by the authorized Government Medical Officers. However, he/she will also be entitled for 10 days Medical Leave and 05 days Special Leave. He/she will not be entitled for Medical reimbursement and LTC, etc. No leave of any kind except above is admissible to him/her.
- 4. Unauthorized absence from duties without approval of the controlling officer shall automatically lead to the termination of the contract agreement. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond their control on medical grounds, such period shall not be excluded while considering their case for regularization but the incumbent shall have to intimate the controlling authority in this

regard well in time. However, he / she shall not be entitled for contractual amount for this speriod of absence from duty.

He/She will submit a certificate of his/her fitness from the Chief Medical Officer of the concerned district / zonal Hospital.

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6. He/She will be entitled to TA/DA, if required to go on tour in connection with the official duties, at the same rate as applicable to regular counterpart officials at the minimum of pay scale.

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- 7. Provisions of service rules like FR, SR, Leave Rules, GPF Rules, Pension Rules & Conduct Rules, etc. as are applicable in case of regular employees will not be applicable in his/ her case.
- No travelling allowance will be paid to him/her for joining duties in his/her respective 8. place of postings.
- 9. He/She will have to produce an affidavit to the effect that there is no court case/ criminal/ vigilance or appeal thereof pending for adjudication in any Court of Law in or outside the State of Himachal Pradesh against him/her.
- 10. In case, the contract appointee do not report for duty within the stipulated time period to the allotted station or brought outside influence for change of station, in that event the offer of appointment will stand automatically cancelled.
- 11. In rare and exceptional circumstances if a contractual employee is transferred to another station/ cadre/ establishment on his/ her own request with the approval of the competent authority, he/ she shall be treated as fresh appointee in the new station/ cadre/ establishment and the services rendered on contract basis in the earlier cadre/establishment on appointment/ transfer to another station/ cadre/ establishment will not be counted for regularization purposes and for any other financial benefits. The contract appointee will be treated as fresh appointee for all intents and purposes.
- The services of the incumbents appointed on contract basis will be regularized once in a 12. year as per provisions of instructions issued by the Department of Personnel vide letter No.PER(AP)-C-B(2)-2/2015, dated 02.12.2023 and any amendment issued from time to time, in future.

If, the offer of appointment, on the above terms and conditions is acceptable to the above named candidate, he/she may report for duty in his/her respective place of postings mentioned against his/her name, on or before 15.03.2025, positively. He/She is further directed to execute the enclosed Contract Agreement and affidavit as stipulated in conditions No.9 above on the stamp paper of Rs. 10/- (Ten Rupees).

The appointment shall be considered provisional till the verification of character and antecedents, which will be carried out on the basis of self declaration form (copy enclosed), submitted by the candidate at the time of joining duties, certifying there in that all facts and detail given are correct. In case, character and antecedents of the candidate are not found verified or any false information is given by the candidate in self declaration, the provisional appointment will be cancelled forthwith and criminal legal action will be taken as a consequence.

Kumad Singh, I.A.S.) Director of Agriculture Himachal Pradesh.

Phone No.-0177-2830620.

Dated Shimla-5, the

No. Agr. H(I)(B)2-5/2015-Vol.-II

Copy for information and further necessary action to following:-

1. The Secretary, (Agri.), to the Government of H.P. Shimla-171002 w.r.t. his letters No's. Agr.A-B(1)-7/2016, dated 21.09.2021, Agr. A-B (5)-7/2004-1, dated 10.07.2019 and Agr.A-B(1)-3/2018, dated 17.12.2020.

- 2. The Secretary, Himachal Pradesh Rajya Chayan Aayog, Hamirpur, District Hamirpur, H.P., w.r.t. his letter No. 2693, dated 17.01.2025.
- The Additional Director of Agriculture, North Zone, Dharamshala, District 3. Kangra, H.P.
- 4. The Deputy Director of Agriculture, Bilaspur, District Bilaspur, H.P.
- The Chief Medical Officer, Bilaspur, District Bilaspur, H.P. 5.
- The Officer Incharge, I.T. Cell, of this Directorate with the directions to upload 6. these orders on official website.
- 7. The Individual concerned through Registered Post, he is directed to contact the office of concerned Chief Medical Officer, of District / Zonal Hospital for his medical examination.
- 8. Guard File.

(Kumad Singh, I.A.S.)

Director of Agriculture Himachal Pradesh. Phone No.-0177-2830620. 11