



**Sher-e-Kashmir**  
**University of Agricultural Sciences & Technology of Kashmir**  
**Main Campus Shalimar - 190 025, Srinagar**  
Phone/Fax: 0194-2461271  
www.skuastkashmir.ac.in

**Sub: Physical verification of authentic/original records in respect of DRWs/CSLWs, engaged by or before 17.03.2015 and continuously working at their respective places of engagements - Presentation of records to the DPL Verification Team thereof.**

**MEMO**

Pursuant to University Circular bearing No:AU/Adm/Misc/DPL-200/25/19326-55 dated 30.01.2025 followed by Memo issued under No:AU/Adm/Misc/DPL-200/25/4780-840 dated 21.07.2025 and University Order No:450 (Est) of 2025 dated 29.08.2025, it is notified for the information of all Officers/HoDs/Directorates/Faculties/Research Stations/Colleges/Institutes/Schools/Centers & other constituent Units of SKUAST-K that the DPL Verification Team shall be conducting physical verification of authentic/ original records in respect of DRWs/CSLWs of the following Units, engaged before 17.03.2015 for the period w.e.from 01.01.2023 to 31.03.2025 as per the below detailed Schedules:

| Cluster     | S. No. | Name of the Constituent Unit  | Cluster Head                 | Date of Commencement/ Visit of the DPL-Ver. Team | Tentative during of verification |
|-------------|--------|-------------------------------|------------------------------|--|----------------------------------|
| Cluster (A) | 1      | MRCFC, Khudwani               | MRCFC, Khudwani              | To be notified separately                        |                                  |
|             | 1.1    | KVK, Dooru                    |                              |  |                                  |
|             | 1.2    | MCRS, Larnoo/Sagam            |                              |  |                                  |
|             | 1.3    | KVK/ETC, Malangpora           |                              |  |                                  |
|             | 1.4    | KVK, Kulgam                   |                              |  |                                  |
| Cluster (B) | 2      | AARC, Pahnoo                  | AARC, Pahnoo                 | 09.10.2025                                       | 01 working day                   |
|             | 2.1    | KVK, Shopian                  |                              |  |                                  |
| Cluster (C) | 3      | DARS, Budgam                  | DARS, Budgam                 | 16.10.2025                                       | 01 working day                   |
|             | 3.1    | SRS, Pampore                  |                              |  |                                  |
|             | 3.2    | KVK, Budgam                   |                              |  |                                  |
|             | 3.3    | KVK, Srinagar                 |                              |  |                                  |
| Cluster (D) | 4      | CoTS, Mirgund                 | CoTS, Mirgund                | 23.10.2025                                       | 01 working day                   |
| Cluster (E) | 5      | FoA, Wadura                   | FoA, Wadura                  | 30.10.2025                                       | 02 working days                  |
|             | 5.1    | KVK, Kupwara                  |                              |  |                                  |
|             | 5.2    | Walnut Res. Station, Kulangam |                              |  |                                  |
| Cluster (F) | 6      | MLRI, Mansbal                 | MLRI, Mansbal & FoF, Benhama | 04.11.2025                                       | 01 working days                  |
|             | 6.1    | Faculty of Forestry, Benhama  |                              |  |                                  |

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|             |      |   |                                 |            |                 |
|-------------|------|---|---------------------------------|------------|-----------------|
| Cluster (G) | 7    | FVSc. & AH, Shuhama                     | Deans Office<br>FVSc. & AH      | 06.11.2025 | 02 working days |
|             | 7.1  | Faculty of Fisheries, Rangil            |                                 |            |                 |
|             | 7.2  | KVK, Ganderbal                          |                                 |            |                 |
|             | 7.3  | MRCS&G, Shuhama                         |                                 |            |                 |
| Cluster (H) | 8    | Shalimar Campus                         | DPL Room, Main Campus, Shalimar | 11.11.2025 | 02 working days |
|             | 8.1  | Directorate of Extension, Shalimar      |                                 |            |                 |
|             | 8.2  | Directorate of Research, Shalimar       |                                 |            |                 |
|             | 8.3  | Dean's Office, FoH, Shalimar            |                                 |            |                 |
|             | 8.4  | Comptroller's Office, Shalimar          |                                 |            |                 |
|             | 8.5  | Deputy Comptroller (Divs), Shalimar     |                                 |            |                 |
|             | 8.6  | Estates Wing, Shalimar                  |                                 |            |                 |
|             | 8.7  | School of Agril. Engg. & Tech. Shalimar |                                 |            |                 |
|             | 8.8  | Div. of Soil Science, Shalimar          |                                 |            |                 |
|             | 8.9  | Div. of Pl. Pathology, Shalimar         |                                 |            |                 |
|             | 8.10 | Div. of FST, Shalimar                   |                                 |            |                 |
|             | 8.11 | Div. of Fr. Science, Shalimar           |                                 |            |                 |
|             | 8.12 | Div. of F&LA, Shalimar                  |                                 |            |                 |
|             | 8.13 | Div. of Agril. Statistics, Shalimar     |                                 |            |                 |
|             | 8.14 | Div. of Entomology, Shalimar            |                                 |            |                 |
|             | 8.15 | Div. of En. Science, Shalimar           |                                 |            |                 |
|             | 8.16 | Div. of Veg. Science, Shalimar          |                                 |            |                 |
|             | 8.17 | Div. of Plant Biotechnology, Shalimar   |                                 |            |                 |
|             | 8.18 | Div. of G&PB, Shalimar                  |                                 |            |                 |
|             | 8.19 | Div. of Agril. Econ. & HBM, Shalimar    |                                 |            |                 |
|             | 8.20 | Rajiv Gandhi Chair, Shalimar            |                                 |            |                 |

The Verification Team shall camp at the identified Cluster Heads for such purpose and the respective Stations Heads (hereinabove designated as Cluster Heads), shall provide a suitable work space and logistics to the DPL Verification Team for smooth conduct of verification records of DRWs/CSLWs.

The Heads of all the aforementioned Units shall direct the respective dealing assistants to present all the requisite authentic/original, reliable and verifiable records of the eligible DRWs/CSLWs to the DPL Verification Team, on the notified date(s), at the identified Cluster Head(s) only, alongwith the details of information for such period, as per the format issued under No:AU/Adm/Est/Conf/2015/4216-4276 dated 05.06.2025 (copy enclosed).

Further, the concerned Controlling Officer(s) shall also issue certificates of continuation of existing DRW/CSLW, if any.

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It is further notified for the information of all concerned that no DRW/CSLW shall directly and/or indirectly seek any detail/information from DPL Verification Team till completion of the process on the basis of the details as may be provided by the concerned Officers/HoDs/Faculties/Research Stations/Colleges/Institutes/Schools/ Centers and other constituent Units.

By Order.

Encl: a/a

No:AU/DPL-VT/25/14-73  
Dated:25 .09 .2025

  
(Mr. Rashid Ahmad)  
25/09/25  
Deputy Registrar (GAD)  
Lead Member, DPL-VT  
17/25/09

Copy to the:

- All Officers of the University \_\_\_\_\_
- ✓ ➤ Officer Incharge ARIS for uploading on University Website.
- All Heads of Divisions/Faculties/Directorates/Research Stations/Centres/Institutes/ Schools/Colleges and other constituent Units of SKUAST-K \_\_\_\_\_
- Secretary to Vice Chancellor, for kind information of Hon'ble Vice-Chancellor.
- Pool Officer, SKUAST-K, Shalimar with the request that a vehicle be provided to the DPL Verification Team on the dates as indicated above for undertaking the above assignment.
- All Deputy/Assistant Comptrollers/DDOs \_\_\_\_\_
- All Team Members \_\_\_\_\_
- PA to Registrar, for kind information of Worthy Registrar.

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No: Au/Adm/Est/ <sup>-Conf-</sup> 2015/4216-4276

Dated: 5-06-2015

All Officers/HoDs/Incharge Stations/  
Institutes/KVKs/Centres,  
SKUAST-Kashmir

Subject: Information regarding DPLs/Casual labourers/Temporary/Need Based  
Labourers engaged upto 17-03-2015.

Sir,

Kindly refer to the Memo No. Au/Adm/Est/4141-4200 dated: 04-06-2015  
issued by Deputy Registrar (Est.) regarding the subject. In this behalf enclosed  
kindly find the devised proforma for filling up the same with respect to your  
Office/Station/Division/Institute/Centre/KVK.

The schedule of visit of the team shall be communicated separately.

Yours faithfully,

Assistant Registrar (Teaching)

Copy to:-

- Mr. Shafkat Hussain, Assistant Registrar (Teaching), Registrar Office, SKUAST-K, Shalimar.
- Mr. Abdul Rasheed Wani, Accountant (SS), Comptroller Office, SKUAST-K, Shalimar.
- P.A. to Registrar, SKUAST-K, Shalimar.

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**Particulars of the DPLs/Casual/Temporary/Need Based Labourers in SKUAST-K at (name of the Division/Office/Regional Station/KVK/Centre/Institute/Faculty etc.) engaged upto 17.03.2015.**

| S.No | Name & other particulars of the DPL/<br>Casual/Temporary/ Need Based Labourers<br>engaged |           |           | Date of 1 <sup>st</sup><br>Engagement as<br>DPL/Casual/<br>Temporary/ Need<br>Based Labourers<br>with name of<br>Division/ Office<br>where engaged | Date from<br>which working<br>at the present<br>place | Name of the<br>place(s) where<br>the concerned has<br>worked prior to<br>present place of<br>work (if any) (use<br>separate sheet if<br>needed) | Total No. of working<br>days from the date<br>of 1 <sup>st</sup> engagement<br>upto date, if<br>continuing (enclose<br>history sheet) | Scheme/<br>Project under<br>which engaged | Scheme/<br>Project under<br>which wages<br>paid | Name and designation of authority<br>having engaged the DPL/<br>Casual/Temporary/ Need Based<br>labourers |      |             | Remarks                        |  |
|------|---|-----------|-----------|--|---|---|---|---|---|---|------|-------------|--------------------------------|--|
|      | Name  | Parentage | Residence |  |   |   |   |   |   |   | Name | Designation | Present<br>place of<br>posting |  |
| (1)  | (2)   | (3)       | (4)       | (5)  | (6)   | (7)   | (8)   | (9)                                       | (10)  | (11)  | (12) | (13)        | (14)                           |  |

Certified that the above information is based on records and nothing has been concealed/suppressed/misrepresented

Signature of concerned DDO/Assistant Comptroller

Signature of the Controlling Officer,  
Division/Office/Regional Station/ KVK/  
Centre/Institute/Unit/Faculty etc.

Details verified with reference to records made available by the above concerned Controlling Officer/  
Assistant Comptroller/DDO

*[Signature]*