

APPENDIX-I
(To be submitted by every academic staff member)

1.	Name						
2.	Designation						
3.	Category to which belongs						
4.	Office of working						
5.	Date of Birth as per Service Book						
6.	GPF / DCPS No.						
7.	Educational Qualification	University	Year of completion	Faculty	CGPA		
	UG Faculty and Name of degree						
	PG Faculty and Discipline						
	Ph.D. Discipline / Specialization						
	Other Qualification, if any						
8.	Service Particulars	Post (From initial appointment)	Mode of Posting (Nomination / Promotion / Transfer) & Category of appointment	Office of Posting	From	To	Remark (e.g. additional charge / physical working etc.)
	Total Length of service						
9.	Details of Career Advancement Scheme (CAS)	Particulars of CAS	Pay Band / Pay Level	Date of award	University order No. & Date		
		CAS 1					
		CAS 2					
		CAS 3					
		CAS 4					

Verified from office record and found correct

Name & Signature of incumbent _____

Name, Designation and Signature of Drawing & Disbursing Officer _____
(In case the incumbent himself is DDO Counter Signature of Controlling officer is necessary)

APPENDIX-II

(To be submitted by Head of Office)

Sr. No.	Particulars			
1.	Name of Office / Scheme			
	(English)			
	(Marathi)			
2.	State / Centre / Plan / Non Plan			
3.	Designation of Drawing & Disbursing Officer			
4.	Designation of Head of Office			
5.	Designation of Controlling Officer			
6.	Sanctioned posts as per SAU SEVARTH	Discipline / Faculty	Number of posts	
	Agriculture Assistant			
	Junior Research Assistant			
	Senior Research Assistant			
	Assistant Professor			
	Associate Professor			
	Professor			
	Above Professor			
7.	Particulars of Head of office / Incharge of the scheme till today (including additional charge)	Name	From	To

Name, Designation and Signature of Drawing & Disbursing Officer _____

**DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH,
P.O. KRISHINAGAR, AKOLA.**

CIRCULAR

No. BBA/ACAD/INFO./2025/3504

Dated the 29th January, 2025.

The University has initiated the process of creating database of all the academic employees working in the University. The database shall consist of detailed information of every academic staff member. The said database will help the administration to determine the expertise of the individual academic staff member which will help in assigning the responsibilities taking into consideration their domain.

You are therefore, requested to provide the information in the enclosed Annexures **on or before 15.02.2025**. The information please be provided meticulously from the office record so that, the created database becomes flawless.

Sd/-
Registrar
Dr.PDKV., Akola

Copy f.w.cs for information and necessary action to :

- 1) The Dean, Faculty of Agril./ Agril. Engineering/ Horticulture, Dr.PDKV, Akola
- 2) The Director of Research / Extension Education, Dr.PDKV, Akola.

You are requested to ensure that the Head of offices coming under your control submit the necessary information accurately and within the time period.

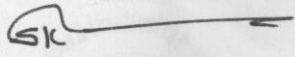
Copy f.w.cs for information and necessary action.

- 3) The Associate Dean _____
- 4) The Head Department of _____, Dr. PDKV., Akola.
- 5) The Officer In-charge ARS/ AICRP _____
- 6) The Comptroller/Univ.Engineer/Univ.Librarian, Dr.PDKV, Akola.
- ✓ 7) The O/I, ARIS Computer Centre, Dr.PDKV, Akola with a request to post the Circular on University web-site.
- 8) _____.

Copy for information to :

- 1) The Deputy Registrar (Academic / GAD), Dr.PDKV., Akola
- 2) The Assistant Registrar / Assistant Comptroller _____.
- 3) The Pay & Accounts Officer, Akola./Nagpur.
- 4) P.A. to Vice-Chancellor / Registrar, Dr.PDKV, Akola.

This circular is also available on University web site www.pdkv.ac.in the Head of offices are requested to download the circular and provide the information.


Registrar,
Dr.P.D.K.V., Akola.