

Himachal Pradesh University
"General Administration Section"

No. 5-1/88.HPU(Genl.)-Vol.-VII-

Dated: Shimla-5, the 21 SEP 2022

CIRCULAR

It has been noticed by the authorities that most of the employees of the University left the offices before 05:00 p.m. or even 04:00 p.m. daily even after repeated instructions issued from time to time. Due to this, the work of these branches/ wings suffers a lot and also cause inconvenience to the general public visiting the University for one or more reasons. It has also been noticed by the authorities that some of the employees are moving here and there in the corridor or sitting in front of the Vice-Chancellor's office/ Administrative Block during office hours which is not only developing indiscipline but also tarnishing the image of the University. Accordingly, it is once again reiterated that all the employees should adhere to the punctuality instructions issued by the University from time to time.

Therefore, all the officers/ officials are directed to adhere the above instructions strictly failing which strict disciplinary action shall be initiated against the defaulters as per rules.

Issued with the approval of the Hon'ble Vice-Chancellor.


REGISTRAR

Dated: Shimla-5, the

Endst. No. 5-1/88.HPU(Genl.) VII-

Copy to:

1. The Dean of Studies/ DSW/Chief Warden, HPU, Shimla-5
2. All the Deans of Faculty/ Dean-cum-Director, CDC/ Dean, Planning & Teacher's Matters, HPU, Shimla-5
3. All the Chairpersons/ Directors of the Teaching Departments, HPU, Shimla-5
4. The Director, ICDEOL/UIT/HRDC/PECC/PRC/ DIS/ AERC, Shimla-5/ UCBS/ UILS, Shimla-4 /HPU Regional Centre, Dharamshala, District Kangra H.P.
5. The Principal, HPU Department of Evening Studies, Shimla-1
6. The COE/ACOE/ P&DO/ Finance Officer/Joint Controller, SAD/Chief Security Officer/ Public Relations Officer, HPU, Shimla-5
7. Incharge, Library/ HPU Health Centre / Computer Centre, HPU, Shimla-5
8. The Pool Officer, Himachal Pradesh University, Shimla-5 with the direction to ply the University buses at 05:10 PM and comply the instructions strictly.
9. All the Deputy/ Assistant Registrar, HPU, Shimla-5
10. All the Branch/ Section Officers of the University, Shimla-5
11. The Web Administrator, HPU, Shimla-5
12. The Secretary/ SPS to VC/PVC/ PA to Registrar, HPU, Shimla-5
13. Guard File.


REGISTRAR