

**HIMACHAL PRADESH UNIVERSITY**  
'General Administration Section'

File No. 16-63/2001-HPU (Genl.)

Dated: 11 SEP 2024

**CIRCULAR**

The **Employee Portal and Leave Management Module of ERP** is ready for its implementation in the University. Accordingly, a training programme has been fixed w.e.f. 11-09-2024 to 14-09-2024 at Lecture Hall-2, 3<sup>rd</sup> Floor ICDEOL, H.P. University Shimla-5 as per schedule given in **Annexure-A (copy enclosed)**. In this regard, all the Chairpersons/Directors/Head of the Departments/Controlling Officers/Branch Officers of the University are requested to direct all the Teachers /official(s) /Dealing Assistant(s) of their department/offices to attend the said training programme. The appearance of all the Teachers/officials in this training programme is compulsory.

11/09/2024  
**REGISTRAR**

Dated: 11 SEP 2024

Endst:No even

Copy to: -

1. The Dean of Studies/D.S.W./ Chief Warden/ Dean Planning & Teacher's Matter's/ Dean CDC, HPU, Shimla-5.
2. All the Directors/Chairpersons of Teaching Department, HPU, Shimla-5.
3. The Director, ICDEOL/Phy.Edu./HRDC/AERC/PRC/IMS/DIS/PECC/UIT/UCBS/ UILS/IQAC, HPU, Shimla.
4. The Finance Officer/ Dy. Controller F&A, HPU, Shimla-5
5. The Controller of Examinations/ ACOE/P&DO, HPU, Shimla-5.
6. The Chief Security Officer, HPU, Shimla-5.
7. The Director, HPU Regional Centre Dharamshala, Distt Kangra, H.P
8. The Principal, HPU Deptt. Of Evening Studies, The Mall, Shimla-1.
9. The Principal, Model School, HPU, Shimla-5.
10. The Librarian/ Medical Officer/ Incharge, Computer Centre/ Faculty House, HPU, Shimla-5.
11. The Chief Security Officer /PRO/Pool Officer, HPU, Shimla-5.
12. The Executive Engineer (Const./Maint.)/ Architect, HPU, Shimla-5.
13. The Joint Controller, SAD/ IAO, HPU, Shimla-5.
14. All the Branch Officer, HPU, Shimla-5.
15. *The Web Administrator, HPU, Shimla-5 with the request to upload the above Circular on the University Website immediately.*
16. SPS to VC/PS to PVC/SPS to Registrar, HPU, Shimla-5.
17. The Guard File

REGISTRAR

ANNEXURE - A

**Schedule for imparting training for Employee Portal and Leave Management Module of ERP**

Sr. No.	Name of Office/Branch/Department(s)	Date & Time
1	Establishment Branch	11.09.2024 at 11:30 AM (Non-Teaching)
2	Academic Branch	
3	General Administration Department (GAD)	
4	Construction / Maintenance Division-II	
5	Computer Centre	
6	College Development Council (CDC)	
7	Chief Warden Office (All Hostels)	
8	Cash Section	
9	Campus Wi-Fi & Networking	
10	C.O.E.Office	
11	Budget Branch	
12	B.A.I /B.Sc.I/B.Com.I Exam	
13	B.A.II/B.Sc.II/B.Com.II Exam	
14	B.A.III /B.Sc.III/B.Com.III Exam	
15	B.B.A /M.B.A Exam	
16	B.Ed./Law Exam	
17	Architect & Design Cell	
18	Compilation Section	
19	Computer Centre Exam Wing	
20	Conduct Branch / UMC	
21	Construction Division-I	
22	Degree Cell Exam	
23	Entrance Test Cell Exam	
24	A.C.O.E Office	11.09.2024 at 02:30 PM (Non-Teaching)
25	Evaluation Branch	
26	Exam Diary & Dispatch	
27	Exam Enquiry	
28	Faculty House	
29	Finance Office	
30	B.Tech /Medical Science Exam	
31	Health Centre	
32	HPU Model School	
33	M.A. Economics	
34	M.A. English Exam	
35	M.A. Hindi /Sanskrit Exam	
36	M.A. History Exam	
37	M.A. Political Science Exam	
38	M.A. Sociology / Public Administration Exam	
39	M.Com / B.C.A.Exam	
40	M.Sc Maths Exam	
41	OT/MIL Exam	12.09.2024 at
42	Pension Section	
43	Planning & Development office	
44	Pool Office	
45	Pro Vice-Chancellor's Office	

46	Provident Fund Section	11:30 AM (Non-Teaching)	
47	Public Relation Office		
48	R.M.E. Branch		
49	Recruitment Branch		
50	Re-Evaluation Branch		
51	Registrar Office		
52	SC/ST Cell		
53	Secrecy Branch		
54	Security Wing		
55	Store Purchase Office		
56	Training & Placement Cell		
57	Vice Chancellor's Office		
58	Internal Audit Section		
59	IQAC		
60	Library (Main)		
61	Regional Centre Dharamshala		
62	Agro Economic Research Centre (AERC)		
63	Assistant Director of Phy. Edu. & Y.P.		
64	Central Science Workshop under Deptt. of Physics		
65	Centre for Australian & New Zealand Studies		
66	Centre for Canadian Studies		
67	Centre for Women Studies and Development (CWSD)		12.09.2024 at 02:30 AM (Non-Teaching)
68	Cost Cultivation Scheme (CCS)		
69	Dean of Studies		
70	Dean Students' Welfare		
71	Director of Physical Education & Youth Programme		
72	Dr. B.R. Ambedkar Chair		
73	Dr. Deen Dayal Upadhaya Chair		
74	Dr. Keshav Bali Ram Hedgewar Chair		
75	Dr. Shyama Prasad Mukherjee Chair		
76	Dr. Y.S. Parmar Chair		
77	Estate Office		
78	Guru Nank Dev Chair		
79	HPU Business School		
80	Institute of Tribal Studies		
81	Institute of Vocational Studies (IVS/MTA)		
82	Netaji Subhash Chander Bose Chair		
83	Raja Virbhadra Singh Chair		
84	Sant Shiromani Guru Ravidas Chair		
85	Savitri Bai Phulle Chair		
86	Swami Dayanad Chair		
87	Swami Vivekanand Chair		
88	University Centre for Business Studies (UCBS - BBA/BCA)	13.09.2024 at 11:30 AM (Non-Teaching)	
89	University institute of Legal Studies (UILS)		
90	University Institute of Technology (UIT)		
91	Department of Archaeology & Ancient History		
92	Department of Bhoti Language / Department of Buddhist Studies		

93 Department  
94 Deps  
95  
96

93	Department of Bio-Sciences	
94	Department of Bio-Technology	
95	Department of Chemistry	
96	Department of Commerce	
97	Department of Computer Science	
98	Department of Data Science & Artificial Intelligence	
99	Department of Defense & Strategic Studies	
100	Department of Economics	
101	Department of Education	
102	Department of English	
103	Department of Environmental Science	
104	Department of Evening Studies (HPDES)	
105	Department of Foreign Languages (French)	
106	Department of Foreign Languages (German)	
107	Department of Foreign Languages (Russian)	
108	Department of Forensic Science	
109	Department of Geography	
110	Department of Hindi	
111	Department of History	
112	Department of Inter-Disciplinary studies (DIS/IIHS)	
113	Department of Journalism & Mass Comm.	
114	Department of Laws	
115	Department of Library and Information Science	
116	Department of Life Long Learning	
117	Department of Mathematics & Statistics	
118	Department of Microbiology	
119	Department of Performing Arts	
120	Department of Physical Education	
121	Department of Physics	
122	Department of Political Science	13.09.2024 at 02:30 AM (Non-Teaching)
123	Department of Population Research Centre (PRC)	
124	Department of Population Studies	
125	Department of Pre. Exam Coaching Centre (PECC)	
126	Department of Psychology	
127	Department of Public Admn.	
128	Department of Sanskrit	
129	Department of Sociology	
130	Department of Visual Arts	
131	Department of Yoga Studies	
132	ICDEOL	
133	SAD	
134	Accounts-1	
135	Accounts-2	
136	University institute of Legal Studies (UILS)	16.09.2024 at 11:30 AM (Teaching)
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02:30 AM  
(Teaching)

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