

HIMACHAL PRADESH UNIVERSITY
'General Administration Section'

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

Dated: 03 DEC 2024

OFFICE ORDER

The 'Leave Management' & 'Employee Portal' modules of ERP are ready for its implementation in the University w.e.f. 1st December, 2024. Therefore, the Establishment Branch and General Administration branch are directed to start the use to aforesaid module on pilot basis and ensure that the leave counts and all other essential data for all employees are updated accurately and comprehensively.

Further, all the leave requests of employees in these branches w.e.f. 1st December, 2024 will be through online mode only.



Registrar

Dated: 03 DEC 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 Director, HPU Regional Centre Dharamshala, Distt Kangra, H.P
5. The Finance Officer/ Dy. Controller F&A, HPU, Shimla-5
6. The Principal, HPU Deptt. Of Evening Studies, The Mall, Shimla-1.
7. The Principal, Model School, HPU, Shimla-5.
8. The Librarian/PRO/ Medical Officer/ Incharge, Computer Centre/ Faculty House, HPU, Shimla-5.
9. The Chief Security Officer, HPU, Shimla-5.
10. The Joint Controller, SAD/ IAO, HPU, Shimla-5.
11. ***The Web Administrator, HPU, Shimla-5 with the request to upload the above Office Order on the University Website immediately.***
12. SPS to VC/PS to PVC/SPS to Registrar, HPU, Shimla-5
13. The Guard File


Registrar