

Himachal Pradesh University
NAAC Accredited 'A' Grade University
"General Administration Section"

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

Dated: Shimla-5, the **04 JAN 2025**

CIRCULAR

It has been observed that many officials (Teaching/Non-Teaching) bring files for approval by hand/in person, often without diarising them. Not diarising a file makes it difficult to trace the whereabouts of the file. At times this practice has resulted in files being traced after significant time or not traceable at all.

It has been, therefore, desired by the authorities that in future, all the files will be sent through official channels only i.e. after proper diary and dispatch. It is only in emergent cases that files will be got approved by hand. Even in such cases it will be ensured that the file is diarised and it is recorded in the diary/dispatch register that file has been taken by hand and acknowledgement to this effect is obtained on the diary/dispatch register.

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04/01/2025

REGISTRAR

Endst. No. as above

Dated: Shimla-5, the **04 JAN 2025**

Copy for information & necessary action is sent 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. All the Deputy/ Assistant Registrar, HPU, Shimla-5
9. All the Branch/ Section Officers of the University, Shimla-5
10. The Web Administrator, HPU, Shimla-5
11. The Secretary/ SPS to VC/PVC/ PS to Registrar, HPU, Shimla-5
12. Guard File.

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REGISTRAR