

HIMACHAL PRADESH UNIVERSITY
'General Administration Section'

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

Dated: **23 DEC 2025**

CIRCULAR

The Vice-Chancellor is pleased to order that the detail of work being looked after by each official/officer working in various departments/Institutes/Centres/branches and offices may be prepared so that same could be reviewed in the light of rationalization of the staff deployment.

Accordingly, all the Chairpersons/HOD/Directors/In charge/Controlling /Branch officers are requested to furnish the detail of work being looked after by each official/officer working under their control at the earliest.

REGISTRAR

Dated: **23 DEC 2025**

Endst. No. Even

Copy To:-

1. The DS/DSW/Chief Warden/Dean, CDC, HPU, Shimla-5.
2. All the Deans/Chairperson/Director of Teaching Departments, HPU-5.
3. The Director, ICDEOL/Phy.Edu. & Y.P./AERC /HRDC /HPUBS/UIT /UCBS /PECC / DIS/ Life Long Learning/IQAC/ UILS, HPU/ RC, Dharmshala.
4. The Finance Officer/ Dy. Controller F&A, HPU, Shimla-5
5. The COE/ ACOE/P& DO/ Librarian/ Public Relation Officer, HPU, In-charge, HPU Health Centre/Computer Centre, Shimla-5
6. The Joint Controller, SAD/Internal Audit Officer, HPU, Shimla-5.
7. The Principal, HPUDES, Shimla-1.
8. The Principal, H.P. Model School, Shimla-5.
9. The Executive Engineer (Const./Maint.)/ Architect, HPU, Shimla-5.
10. The Chief Security Officer, HPU, Shimla-5.
11. All the Deputy Registrars/Assistant Registrars/Section officers, HPU, Shimla-5 for necessary action.
12. The SPS/PS to VC/ PVC/Registrar, HPU, Shimla-5.
13. ***The Web Administrator, HPU, Shimla-5 with the request to upload the above Circular on the University Website immediately.***
14. Notice Board/Guard File.

REGISTRAR