

HIMACHAL PRADESH UNIVERSITY
'General Administration Section'

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

Dated: **24 DEC 2025**

CIRCULAR

It has come to the notice of the authorities that the Controlling/Branch officers of the University are not forwarding the absentee report of the staff working under their control to the Finance officer every month which is resulting release of salary to the officials who are on unauthorised leave which has been viewed seriously by the authorities. Accordingly, all the Chairpersons/HOD/Directors/In charge/Controlling /Branch officers are requested to ensure the submission of absentee report of their staff by 23rd of every month to the Finance Officer for taking further necessary action.

REGISTRAR

Dated: **24 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, Health Centre/Computer Centre/Feculty House, Shimla-5
6. The Principal, HPUDES, Shimla-1.
7. The Principal, H.P. Model School, Shimla-5.
8. The Executive Engineer (Const./Maint.)/ Architect, HPU, Shimla-5.
9. The Chief Security Officer, HPU, Shimla-5.
10. All the Controlling officers/Branch officers, HPU, Shimla-5
11. The Joint Controller, SAD/Internal Audit Officer, HPU, Shimla-5.
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