

HIMACHAL PRADESH UNIVERSITY  
'General Provident Fund'

No. 1-376/HPU(PF) Vol.-1

Dated ; 06<sup>th</sup> April, 2026

OFFICE CIRCULAR

**Subject:** Submission of GPF Withdrawal/Advance Applications through ERP Online System.

As per the approval of the Hon'ble Vice- Chancellor, I am directed to inform that with effect from 6<sup>th</sup> April, 2026, offline GPF Withdrawal / Advance application forms will not be entertained. All such applications shall be submitted only through the ERP Online System to ensure smooth and efficient functioning of the system.

Employees can log in to the ERP Online System using their Employee Code as USER ID to submit the GPF Withdrawal / Advance applications.

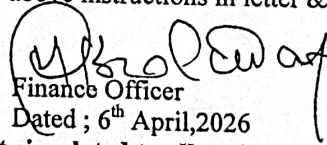
**Steps to submit GPF Withdrawal / Advance application through ERP:**

1. Open hpushimla.in through HPU websit/Google
2. Click University Office Activity.
3. Login using User ID (Employee Code), Password & Captcha.
4. Go to Workspace –Employee Portal- View More
5. Select HRMS- GPF Employee Withdrawal/ Advance.
6. Verify Personal & Bank Details.
7. Select Refundable/Non-Refundable.
8. Fill Purpose, GPF Rule & Amount.
9. Select Authority for Approval.
10. Click SAVE to submit request.

**Note:** After submitting the request, the Approval Status section is available at the bottom where Status, Edit, Delete, and Print options are provided. You can download the report by clicking on the Print option.

In case of any query or difficulty while submitting the application, employees may refer to the User Manual available on the University Portal for guidance or visit the concerned branch. Employees can also contact on Mobile No. 8091130527 or Office No. 0177-2833490.

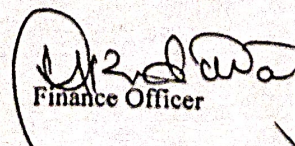
All employees are requested to adhere to the above instructions in letter & spirit.

  
Finance Officer  
Dated ; 6<sup>th</sup> April, 2026

Endst. No. Even

Copy to the following with the request to kindly get it circulated to all staff under your control.

1. The Dean of Studies/D.S.W./Chief Warden, HPU, Shimla-5
2. The Dean, Planning & Teachers; Matters, HPU Shimla-5
3. All the Directors/Chairpersons of Teaching Department, HPU Shimla-5
4. The Director, ICDEOL/Phy.Edu./HRDC/AERC/PRC/IMS/DIS/PECC/UCBS/UIT/IQAC, HPU Shimla-5
5. The Controller of Examinations/ACOE/P&DO, HPU Shimla-5.
6. The Director, HPU Regional Centre Dharamshala, Distt kangra, H.P.
7. The Principal, HPU Deptt. of Evening Studies, The Mall, Shimla-1.
8. The Librarian/ Medical Officer/ Incharge, Computer Centre, HPU Shimla.
9. The Public Relation Officer, HPU, Shimla-5.
10. The Chief Security Officer/ Pool Officer, HPU, Shimla-5.
11. The Executive Engineer (Const./ Maint.)/ Architect, HPU, Shimla-5.
12. The Web Administrator, HPU, Shimla-5 with the request to upload the above Officer Circular on the University website immediately.
13. SPS to VC/PS to PVC/SPS to Registrar, HPU, Shimla-5.
14. Incharge ERP for live implementation.
15. Notice Board / Office Record.
16. The Guard file.

  
Finance Officer