

**HIMACHAL PRADESH UNIVERSITY**  
'General Administration Section'

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

Dated: 16 NOV 2024

**CIRCULAR**

The **Employee Portal and Leave Management Module Training cum Demonstration of ERP** to address the points raised during the previous training on 16.09.2024 will be held on 18-11-2024, Morning Session at 11:30 A.M. and Evening Session at 02:30 P.M. in the Lecture Hall-2, 3<sup>rd</sup> Floor ICDEOL building, H.P.U, Shimla-5 as per schedule given in **Annexure-A (copy enclosed)**. In this regard, all the Chairpersons/Directors/Head of the Departments of the University are requested to direct all the Teachers of their department/institutes to attend the said training programme. The appearance of all the Teachers in this training programme is compulsory.

  
**REGISTRAR**

Dated: 16 NOV 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/ ULS/IQAC, HPU, Shimla.
4. The Finance Officer/ Dy. Controller F&A, HPU, Shimla-5
5. The Chief Security Officer, 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 Principal, Model School, HPU, Shimla-5.
9. The Librarian/ Medical Officer/ Incharge, Computer Centre/ Faculty House, 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 Circular on the University Website immediately.***
12. SPS to VC/PS to PVC/SPS to Registrar, HPU, Shimla-5.
13. The Guard File

  
**REGISTRAR**