

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

File No. 4-1/82-HPU (Genl.)

Dated: **12 DEC 2025****OFFICE ORDER**

The UGC-Malaviya Mission Teacher Training Centre (MMTTC) is conducting three days short term workshop on following topics w.e.f. 16-12-2025 to 18-12-2025:-

1. Conduct Rules
2. Dealing of Receipt, Noting & Drafting
3. Filling System
4. Registers, Reports & Returns
5. Efficiency
6. Basic Knowledge of finance
7. Right to Information
8. ERP
9. Awareness about health
10. Importance of Yoga in routine life

Accordingly, the following officers/officials of the University are directed to attend the said short term workshop at UGC-Malaviya Mission Teacher Training Centre (MMTTC), H.P. University Shimla-5 :-

Sr. No.	Name and Designation of Officer/Official Mr./Ms./Mrs.	Place of Posting
1.	Ramesh Kumar Sharma, Deputy Registrar	ICDEOL
2.	Sunita Sehgal, Deputy Registrar	RME Section
3.	Sunita Rathour, Assistant Registrar	GPF Section
4.	Devi Chand Thakur, Assistant Registrar	Internal Audit Section
5.	Rama Baby, Section Officer	Academic Branch
6.	Ritu Raj Sharma, Section Officer	O/o SPO
7.	Mahi Paul, Section Officer	Budget Section
8.	Vineet Sood, Supdt. Gr-II	O/o VC
9.	Deep Ram, Supdt. Gr-II	O/o SPO
10.	Parkash Chand, Supdt. Gr-II	Accounts-I
11.	Subhas Chand, Supdt. Gr-II	Compilation Section
12.	Ramesh Sharma, Section Officer	Compilation Section
13.	Tilak Raj, Sr. Asstt.	Estt. Branch
14.	Narender Kumar, Sr. Asstt.	Estt. Branch
15.	Suneel Kumar, Sr. Asstt.	GA Section
16.	Suresh Kumar, Supdt. EC	Academic Branch
17.	Monika Singh, Sr. Asstt.	HPUBS
18.	Yashwant Singh, Supdt. EC	Accounts-I
19.	Pardhan Singh, Sr. Asstt.	Accounts-I
20.	Rajeev Chand, Sr. Asstt.	Pension Cell
21.	Arun Kumar, Sr. Asstt.	ICDEOL
22.	Nisha Devi, Sr. Asstt.	ICDEOL
23.	Achharu Ram, Sr. Asstt.	O/o Dean of Studies
24.	Munish Kumar, Sr. Asstt.	O/o Chief Warden
25.	Narinder Sharma, Sr. Asstt.	HPUDES
26.	Shivani, Sr. Asstt.	HPU Library
27.	Suman Ravat, Sr. Asstt.	O/o Dean CDC
28.	Promila, Sr. Asstt.	SC/ST Cell
29.	Sanjiv Kumar, Sr. Asstt.	Evaluation Branch
30.	Kuldeep Kumar, Sr. Asstt.	Exam-I, TDC-II
31.	Birbal Singh, Sr. Asstt.	Exam-III(B.tech)
32.	Jai Singh, Sr. Asstt.	Exam-II, B.Ed
33.	Chintanamani, Sr. Asstt.	MBA, Exam-II
34.	Lekh Raj, Supdt EC	Exam-II, History
35.	Shamsher Singh, Sr. Asstt.	Secrecy Branch

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36.	Raj Mal, Sr. Asstt.	Exam-II, M. Com
37.	Vijay Choudhary, Sr. Asstt.	Exam-II, MA Hindi
38.	Praveen Kumar, Sr. Asstt.	Exam-II, MA Eco.
39.	Joginder Singh, Sr. Asstt.	Secrecy Branch
40.	Jager Nath, Sr. Asstt.	Conduct Branch
41.	Sanjeev Kumar, Sr. Asstt.	Dept. of Yoga
42.	Dinesh Kumar, Sr. Asstt.	O/o PRO
43.	Yash Pal, Sr. Asstt.	Estate Office
44.	Ravi Kant, Sr. Asstt.	Budget Section
45.	Manuj Kumar, Sr. Asstt.	Academic Branch
46.	Suresh Kumar, JOA(IT)	O/o VC
47.	Susheel Kumar, JOA(IT)	Rectt. Branch
48.	Lalit, JOA(IT)	TDC-I (Exam-I)
49.	Sandeep Kumar, JOA (IT)	Estt. Branch
50.	Hari Dass, JOA (IT)	Estt. Branch
51.	Nirmal Singh Jasrotia, JOA (IT)	Dept. of Law
52.	Kamal Sharma, JOA (IT)	Estt. Branch
53.	Preeti, JOA (IT)	GA Section
54.	Ayush Sen, JOA (IT)	O/o SPO
55.	Pankaj Sharma, JOA(IT)	O/o PRO
56.	Anita, Sr. Asstt.	Academic Branch
57.	Neena Devi, Sr. Asstt.	Accounts-II
58.	Kuldeep Singh, Supdt. EC	ICDEOL/CDOE
59.	Surya Kant, Sr Asstt.	B.Tech(Exam-III)
60.	Sanjay Kumar, Sr. Asstt.	RME Section

The above officers/officials are directed to submit their training certificates to the undersigned immediately after the successful completion of training.

Endst:No even

REGISTRAR

Dated: 12 DEC 2025

Copy for information and similar necessary action to:-

1. All the officer/officials mentioned above.
2. The Director, UGC-Malaviya Mission Teacher Training Centre (MMTTC), H.P. University Shimla-5 for information and with the request to kindly accommodate the above University officers/officials in the training programme.
3. The DS/DSW/Chief Warden/Dean, CDC, HPU, Shimla-5
4. All the Directors/Chairpersons of Teaching Department, HPU, Shimla-5
5. The Incharge, Library, HPU. Shimla-5
6. The COE/ACOE, H.P. University, Shimla-5
7. The Finance Officer, H.P. University, Shimla-5
8. The Public Relation Officer, HPU, Shimla-5
9. The D.R/A.R (Estt./Acad./Rectt./Estate/Admn./SPO). H.P. University, Shimla-5
10. The Joint Controller, LAD/ IAO, HPU. Shimla-5
11. The Web Administrator, HPU, Shimla-5 with the direction to upload the above Office Order on the University Website.
12. The SPS/PS to VC/PVC/ Registrar, HPU, Shimla-5
13. The Guard File.

REGISTRAR