

HIMACHAL PRADESH UNIVERSITY  
'General Administration Section'

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No. 5-1/88-HPU(Genl.) Vol-VIII-

Dated: 25 FEB 2026

CIRCULAR

It has been observed by the authorities during a surprise visit/inspection of the various departments of the University that the attendance register in some departments of the University is not being maintained properly. The Hon'ble Vice-Chancellor has taken serious view on the same.

Therefore, Hon'ble Vice-Chancellor has directed that all officers/officials may ensure to mark their attendance daily in the attendance register without fail. All the Heads/Chairpersons of the Departments/Institutes/Centers and Controlling Officers of the Branches shall also monitor the attendance register regularly to ensure proper attendance of officials in the offices. Any lapse in maintaining the attendance register shall be viewed seriously and action will be taken against the defaulters as per rules.

This issue with the approval of the Hon'ble Vice-Chancellor.

REGISTRAR

Dated: 25 FEB 2026

Endst. No. as above

Copy to:

1. The Dean of Studies/ DSW/Chief Warden, HPU, Shimla-5.
2. All the Deans of Faculty/ Dean, CDC/ Dean, Planning & Teacher's Matters, HPU, Shimla-5.
3. All the Chairpersons/ Directors of the Teaching Departments, HPU, Shimla-5
4. The Director, ICDEOL/UIT/MMTTC/PECC/PRC/DIS/AERC/CCS/IQAC HPU, Shimla-5.
5. The Director, Regional Centre, Dharamshala, District Kangra H.P.
6. The Director, UILS/UCBS Ava-Lodge-Shimla-4.
7. The Incharge, Library/ Computer Centre/HPU Health Centre/Faculty House, HPU, Shimla-5.
8. The Principal, HPU Department of Evening Studies, Shimla-1.
9. The COE/ACOE/FO/Joint Controller, SAD/Chief Security Officer, HPU, Shimla-5.
10. The SPS/PS/PA to VC/PVC/Registrar, HPU, Shimla-5.
11. The Public Relations Officer, HPU, Shimla-5.
12. The Deputy/ Assistant Registrar, Admn./Estt/ Rectt./Finance, HPU, Shimla-5.
13. All the Branch/Section Officers, HPU, Shimla-5.
14. The Web Administrator, HPU, Shimla-5.
15. Guard file.

REGISTRAR