

Himachal Pradesh University
(NAAC Accredited 'A' Grade University)
"Establishment Branch"

File No. 9-8/88-HPU(Estt.)

Dated: 23 JUN 2026

CIRCULAR

It has been observed that with the increasing the dependency in online and computer working, digital record management and computer-based administrative functioning in the University, working knowledge of computer operations has become essential for efficient discharge of official duties.

In this regard, all the Controlling Officers/branch heads are requested to furnish the details regarding the computer proficiency of Staff (Superintendent/ Sr. Assistant/ Jr. Assistant/ Clerk/ JOA(IT)) working under their control. The information may specifically include the official's working knowledge and efficiency in:

1. MS Office applications (MS Word, Excel, PowerPoint etc.);
2. Handling of e-mails and digital correspondence;
3. Day-to-day computer operations in ERP and SAMARTH Portals
4. Digital file/record handling; and
5. Basic awareness/ use of AI-based tools relevant to office work.

The controlling officers are further requested to identify those officials who are not adequately conversant with the above computer operations and may require computer training for capacity building.

The requisite information/comments as per enclosed **proforma** may kindly be furnished to this office within 10 days positively, so that suitable computer training programmes may be arranged in a phased manner in the larger administrative interest and for ensuring smooth and efficient functioning of the University offices.

This may be treated as MOST URGENT.


REGISTRAR

Encls. as Above.

Copy to:

1. The Dean of Studies, HP University, Shimla-5.
2. The Dean Student Welfare, HP University, Shimla-5.
3. The Chief Warden, HP University, Shimla-5.
4. The Controller of Examination, HP University, Shimla-5.
5. The Finance Officer, HP University, Shimla-5.
6. All the Dean of Faculties/Directors/Chairmans/Chairpersons/Principals/Head of Departments/Branch Officers/Controlling Officers, Himachal Pradesh University, Shimla-5 for information and further necessary action.
7. The SPS to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
8. The PS to Registrar for kind information of the Worthy Registrar please.
9. The Web Administrator, HP University, Shimla-5 with the direction to upload the notification along with proforma in the University website.
10. Guard file.


REGISTRAR

PROFORMA

HIMACHAL PRADESH UNIVERSITY, SHIMLA-5

PROFORMA FOR ASSESSMENT OF COMPUTER PROFICIENCY OF SUBORDINATE STAFF

Name of Branch/Department/Section: _____

Name of Official: _____

Designation: _____

Employee ID (if any): _____

Assessment to be furnished by the Controlling Officer/Branch Head.

Sr. No.	Area of Computer Proficiency	Proficiency Level (Good/Average/Poor/Clueless)	Remarks
1	Basic Computer Operations		
2	File and Folder Management		
3	English Typing		
4	Hindi Typing		
5	Scanning, Printing and Photocopying of Documents		
6	PDF Creation and Conversion		
7	Internet Browsing and Online Information Retrieval		
8	Official E-mail Handling and Digital Correspondence		
9	MS Word (Noting, Drafting and Document Formatting)		
10	MS Excel (Data Entry, Records and Basic Functions)		
11	MS PowerPoint (Preparation of Presentations)		
12	ERP Portal Operations		
13	SAMARTH Portal Operations		
14	Digital File/Record Management		
15	Uploading Documents/ Downloading Notifications, Cause lists, Orders, Judgments and Online Form Handling		
16	Basic Awareness and Use of AI Tools for Office Work		
17	Any Other Computer-Related Work Assigned in Office		

Overall Assessment of Computer Proficiency:

Whether Computer Training is Required: Yes / No ()

If "Yes", indicate the Sr. No.(s) of the area(s) mentioned above in which training is required:

Recommendations of the Controlling Officer:

Certified that the above assessment has been made on the basis of the official's actual work performance in the office.

Signature of Controlling Officer/Branch Head
Name: _____

Designation: _____

Branch/Department/Section: _____