HIMACHAL PRADESH UNIVERSITY
'General Administration Section'
***

No. 5-1/88-HPU(Genl.) Vol-VIII- Dated: 03 NOV 2026

OFFICE ORDER

It has come to the notice of the University authorities that certain officers/officials, upon their transfer or adjustment, are joining their new places of posting without completing the requisite handing over/taking over formalities, which has been viewed seriously.

In this regard, it is reiterated that every officer/official, as per the prevailing rules, shall formally hand over the charge of their existing assignment to the designated successor and take over the charge of the new assignment. The handing over/taking over report shall be prepared in writing, duly signed by the concerned officers/officials and countersigned by their respective Controlling Officers.

Accordingly, all officers/officials of H.P. University are hereby directed to strictly comply with these instructions at the time of every transfer or adjustment. Any deviation or non-compliance shall invite disciplinary action under the applicable rules.

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

REGISTRAR

Endst. No. as above Dated: 03 NOV 2026

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 to VC/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 with the direction to upload the same on the University website.
15. Guard file.

REGISTRAR