



ABHILASHI UNIVERSITY

(A University estd. under State Act & 'B+' ACCREDITED by NAAC)

Chailchowk, Tehsil Chachyot, Distt. Mandi (H.P.)

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Office of Vice-Chancellor

Ref. No. AU/VC/Training/2025/- 331

Dated: 02-01-2025

To

1. The Registrar, AU
 2. The Finance Officer, AU
 3. The Dean, Faculty of Ayurveda & Health Sciences/Agriculture/ Pharmacy/ Veterinary Sciences/ Education, Basic Sciences & Humanities/ Engg. & Management/ Students Welfare, AU
 4. The Controller of Examination, AU
 5. The Librarian, AU
- Chailchowk, Distt. Mandi (HP)

Subject: Training Programme for office staff of Abhilashi University.

Sir/Madam,

I am directed to inform you that in pursuance of directions of the Hon'ble Chancellor, Abhilashi University, the Hon'ble Vice-Chancellor, Abhilashi University is pleased to accord approval for organizing a three days training programme "**Streamlining University Operations: Enhancing Office Efficiency and Excellence**" for the office staff of Abhilashi University from **07.01.2025 to 09.01.2025** in the Conference Hall of Administrative Block, Abhilashi University, Chailchowk.

The Hon'ble Vice-Chancellor is further pleased to direct me to request all the Deans/Officers of the University to depute all the members of office staff as per Annexure-I working under their control including other employees, if any, who are also dealing with and maintaining files/record in the concerned office, to **mandatorily** attend the aforesaid training programme and no one should skip the same. Therefore, you are requested to depute all concerned to attend the training programme as above accordingly. The participants may also be asked to bring their own notebooks and pens for the training.

The Hon'ble Vice-Chancellor is also pleased to order that Sh.Ram Saran Sharma, Private Secretary-cum-OSD to Vice-Chancellor will also act as Coordinator and Sh.Kunal Sood, Sr. Technical Officer (IT & GIS), Abhilashi University as Co-Coordinator to assist the Coordinator for organizing this training.

Yours faithfully,

PS-cum-OSD to Vice-Chancellor,
Abhilashi University, Chailchowk.

Copy to:

- 1) The Director, IQAC, Abhilashi University, Chailchowk.
- 2) The P.A. to Hon'ble Chancellor/ Pro Chancellor, Abhilashi University, Chailchowk.




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ANNEXURE-I

List of employees who are to attend the 3 days training programme from 07.01.2025 to 09.01.2025 in the Conference Hall of Administrative Block, AU, Chailchowk

Sr. No.	Name	Designation	Office
1.	Mr. Ajay Kumar Walia	Private Secretary	Admn.
2.	Mr. Kesar Singh	Superintendent (Academic)	-do-
3.	Mrs. Asha Parmar	PRO/HR	-do-
4.	Mr. Harish Kumar	Clerk	-do-
5.	Mrs. Bimla Devi	Receptionist	-do-
6.	Mr. Tanuj Kumar	Cashier Accounts	-do-
7.	Mrs. Kanika Kumari	Cashier Accounts	-do-
8.	Mrs. Aruna	Cashier Accounts	-do-
9.	Mr. Sushil Mahajan	Assistant Registrar	Controller of Examination
10.	Mr. Darshan Paul	Superintendent	-do-
11.	Mrs. Seema	Clerk	-do-
12.	Ms. Shailja	Clerk	-do-
13.	Mr. Mitesh Gupta	Clerk	-do-
14.	Ms. Kanchan	Clerk	-do-
15.	Mr. Vishal Thakur	Clerk	Engg. & Management
16.	Mrs. Bhushana Sharma	Clerk	School of Agriculture
17.	Mr. Soni Kumar	Clerk	School of Health Sciences (MLT)
18.	Mr. Pankaj	Clerk	-do-
19.	Mrs. Yamini	Clerk	School of Education
20.	Mr. Manmeet Singh	Clerk	School of Veterinary Sciences
21.	Mrs. Bharti Devi	Clerk	School of Pharmacy
22.	Mr. Kamal Kishor	Clerk	School of Ayurveda


PS-cum-OSD to Vice-Chancellor,
Abhilashi University, Chailchowk.