

**OFFICE OF THE REGISTRAR  
KAKATIYAUNIVERSITY  
WARANGAL - 506 009**

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Dated August 17, 2019

**CIRCULAR**

Sub:- Registrar's Office - Photocopying (Xerox) of Official Documents / papers at Registrar's Office - Reg.

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All the Controlling Officers, Deputy Registrars', Assistant Registrars' of various offices/sections/wings of Administrative Building including College Development Council and UGC Unit are hereby informed that a New Photocopier / Network Printer has been installed in the Registrar's office to cater to the photocopying (Xerox) needs of the offices located in the Administrative Building.

Therefore, all the concerned are hereby informed to get the Official Documents / papers photocopied (Xerox) at the Registrar's Office only through an indent henceforth. Consequently, no photocopying (Xerox) bills will be admitted henceforth.

  
**REGISTRAR**

Copy to:

1. The Finance Officer, KU.
2. The Audit Officer (Pre-Audit), KU not to admit the photocopying bills henceforth.
3. The Secretary to Vice-Chancellor, KU.
4. The PA to the Registrar, KU.