



**OFFICE OF THE REGISTRAR**  
**Kakatiya University**  
**Warangal**

No. 104/A5/KU/2018

Date: 29/03-2018.

To

The Principals/Drawing & Controlling Officers  
of the employees mentioned below  
Kakatiya University  
WARANGAL

**Sub:** Kakatiya University – Estt. – Training Programmes to Non-Teaching Staff – Instruction to the following employees to attend the classes – Reg.

Sir/Madam,

I am to inform you that the following employees working at your College/Department/Office have been selected to attend the Training Programme on Learning Behaviour, Listening Skill, Communicating, Leadership quality, Team building, Note drafting, Conflict handling, Stress handling, General management, which is scheduled to be held on 03/04/2018 and 04/04/2018 from 9:45 a.m. to 5:45 p.m. (with lunch/tea break) at Seminar Hall, Univ. College of Commerce & Business Management, Kakatiya University, Wgl.

Sl. No.	Name	Designation	Place of working
1	R. Aruna Kumari	Superintendent	Univ. College of Eng. for Women
2	P. Nagender Rao	Superintendent	UCPSC, KU
3	K. Srilatha	Superintendent	Accounts Branch
4	M. Sunil Kumar	Superintendent	Director of Admissions
5	B. Srinivas	Superintendent	Hostel Office
6	B. Veeraiah	Superintendent	Audit Branch
7	S. Srinivas Rao	Senior Assistant	UCE, Kothagudem
8	B. Chandra Mohan Raju	Senior Assistant	Examination Branch
9	M. N. Murthy	Senior Assistant	UCE, Kothagudem
10	T. Jyothi	Senior Assistant	Examination Branch
11	Md. Azam	Senior Assistant	Examination Branch
12	M. Madhava Rani	Senior Assistant	Publication Cell
13	N. Srikar	Senior Assistant	Admn. Branch (NT)
14	S. Surya Kumari	Senior Assistant	Univ. College of Eng. for Women
15	D. Malleshham	Senior Assistant	V.C.'s Peshi
16	G. Yaku	Senior Assistant	Examination Branch
17	Md. Yunus	Senior Assistant	Legal Cell

NT/Gen/Letter

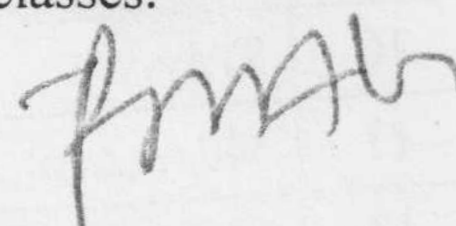


Sl. No.	Name	Designation	Place of working
18	B. Krishnaveni	Senior Assistant	Examination Branch
19	Md. Mazar Ali	Senior Assistant	Admn. Branch (T&G)
20	B. Naveen Kumar	Senior Assistant	Examination Branch
21	E. Ravinder	Senior Assistant	Univ. College of Engg. & Tech.
22	D. Venkateshwarlu	Senior Assistant	Publication Cell
23	N. Shakar	Senior Assistant	Dean's Office
24	Md. Farooq	Senior Assistant	Audit Branch
25	P. Karunakar Reddy	Senior Assistant	Hostel Office
26	Md. Gousia Begum	Senior Assistant	UCPSC, KU
27	N. Kiran Kumar	Senior Assistant	Examination Branch
28	D. Jagan	Senior Assistant	Examination Branch
29	K. Vikas	Junior Assistant	Admn. Branch (T&G)
30	C. Devamma	Junior Assistant	University Library
31	P. Bhaskar	Junior Assistant	Accounts Branch
32	P. Amarnath	Clerk-cum-Typist	UPGC, Khammam
33	A. Karunasri	Clerk-cum-Typist	Public Administration

As this training programme is beneficiary to all the employees as well as the University, it is mandatory to attend the same by all the employees. If any employee is failed to attend the same without proper reasons, it will be treated as gross negligence and necessary action will be initiated against him/her. The Programme Director is requested to arrange to take the daily attendance of the participants and inform the name of the absentees to the under signed for taking necessary action.

The expenditure of the above score shall be met to the extent of Rs. 38,000/- (Rupees Thirty Eight thousand only) from the budget provision of "(1507) Training & Development Programmes for Non-Teaching staff" provided under Non-Plan (Revenue) Account – Charges for the year 2017-18

Hence, all the concerned Principals/Drawing & Controlling Officers are requested to inform the participants and relieve them on the above mentioned dates for attending the training classes.

  
**REGISTRAR**

Copy to:

1. The Director, IQAC, KU
2. The Finance Officer, KU
3. The Dy. Registrar (Accts/Audit), KU
4. The Sec. to Vice-Chancellor/Registrar's Peshi, KU
5. The SF

NT/Gen/Letter