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CIRCULAR

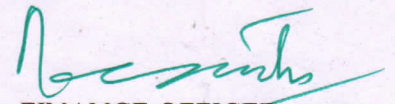
Sub:- Attendance – regularity and Punctuality in attending Office – Certain instructions Issued.

* * *

It is observed by the undersigned that certain Officers of this office are not attending to their duties regularly and punctually. Certain other employees avail off leave without actually sending the leave letter and in certain occasions without obtaining prior permission of the undersigned. The practice of attending to office late is most common of all. As and when the undersigned calls for discussion on some issue relating to the file they will not be there in their seats which displeases the superior officer.

Therefore all the members of the staff are hereby instructed not to repeat the above mentioned mistakes in future and they are also informed that serious disciplinary action shall be initiated by the undersigned for irregularity, unpunctuality, also unauthorized absence and delayed attending the office.

All the employees to note and affix their signatures in token of having seen this circular.


FINANCE OFFICER
28/09/18

To
All the Drawing Officers/Disbursing Officers, KU
for favour of information and to take necessary action.

Copy to:

1. Copy to the Registrar, Kakatiya University for favour of information
2. Copy to the Secretary to Vice-Chancellor, KU for favour information