



PUBLICATION CELL AND STORES
KAKATIYA UNIVERSITY
WARANGAL-506 009

Phone No.(O): 0870-2453655

Dr. M. Narasimha Rao
Director

No. 45 /PC/KU/2018

Date: 25-10-2018

To
All the Principals of University & Constituent Colleges
All the Heads of Departments
All the Administrative Officers
Kakatiya University

Sub:- Publication Cell & Stores – KU – Printing of University Diaries for the year 2019- Telephone Numbers of Staff- Information called for – Regarding.

I am to inform you that, the University has to print Telephone Numbers of Teaching and Non-Teaching staff in the University Diary for the year 2019.

In view of the above, I request you to arrange to furnish the Phone Numbers of Mobile & Land line [both Residence/Office], Email ID/Fax Numbers, etc., of your staff and College/Department latest by 15-11-2018 to this office to enable us to include in the University Diary for the year 2019.

This may please be circulated among the staff to ensure full coverage of all the staff. The information received beyond the prescribed date will not be considered for printing.

This may please be treated as urgent.

Thanking you,

Yours faithfully,

DIRECTOR

Copy to:

1. The Secretary to the Vice-Chancellor, KU, Wgl
2. The P.A. to the Registrar, K U, Wgl
3. The In-charge, Telephone, KU, Wgl.