

**OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL - 506 009**

Lr. No. 475/A3 & A4/KU/2018

Dated 3rd December, 2018.

C I R C U L A R

Sub: Establishment - Non-Teaching - Collection of data pertaining to Non-Teaching Staff - Circular - Issued.

It is brought to the notice of all the Non-Teaching Staff (Regular, Time-Scale, & Daily-Wage) working in KU that various apex bodies are seeking different types of data from time to time.

Therefore, all are informed to provide the data in the enclosed proforma, individually, with documentary evidences, before 15/12/2018.

In this connection, Mr. T. Vinay Kumar and Mr. N. Srikar, Senior Assistants of Administration branch are entrusted the duty of collection of data.

All the employees working in the University are informed to co-operate with the said employees in providing information along with documentary evidences immediately for updation of records.

The concerned Drawing/Controlling officers concerned are requested to support them in completion of their duties without any disturbance.


REGISTRAR

Encl: As above