



Dr. K. Prabhavathi
Director, State Audit (Retd) &
Finance Officer

OFFICE OF THE FINANCE OFFICER
KAKATIYA UNIVERSITY
WARANGAL - 506 009

Dated December 20, 2018

To
The Principal, University College
All the Principals of University Constituent Colleges
Kakatiya University, Warangal
Warangal

Sub:- Accounts Branch, Kakatiya University, Warangal – Furnishing of Regular Employees
Data in prescribed format – Reg.

* * *

Sir/Madam,

With reference to the subject cited, I request you to furnish the data of regular employees (Teaching and Non-Teaching) of your college in the following proforma. The soft copy of the data (in MS Excel format) may be sent to email id: fokuc1976@gmail.com, immediately for onward transmission to State Government:

Sl. No.	Name of the Employee	Designation	Scale of Pay	Basic Pay	AGP *	DA	HRA	CCA	Others	Gross Total	Total Deductions	Net Total

*For Teaching Staff only

I also request you to send a hard copy of the same to the undersigned.

This may please be treated as URGENT

Thanking you

Yours faithfully


FINANCE OFFICER