



**PUBLICATION CELL AND STORES
KAKATIYA UNIVERSITY
WARANGAL-506 009**

Phone No.(O): 0870-2453655

Dr. M. Narasimha Rao

I/c. Director

No. 273/PC &S/KU/2019

Date:24-10-2019

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
2020-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 2020.

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
Teaching and Non-Teaching (both working and retired) staff and College / Department
latest by 15-11-2019 to this office to enable us to include in the University Diary for the
year 2020.

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,


I/c.DIRECTOR

Copy to:

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