



**OFFICE OF THE REGISTRAR**  
**KAKATIYA UNIVERSITY, HANAMKONDA - 506009 (T.S)**

Date: 02-08-2022

**CIRCULAR**

Sub:- Finance Wing, Kakatiya University – Submission of attendance particulars of all regular Non-Teaching staff of Offices/Colleges/Departments in the prescribed format – Reg.

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All those mentioned in the address entry are hereby requested to submit the duly filled-in attendance particulars of all regular Non-Teaching staff of your Office/College/Department in the Enclosed prescribed format, complete in all respects, to the Deputy Registrar, Accounts Branch, Kakatiya University, Hanamkonda, between 16<sup>th</sup> and 20<sup>th</sup> of every month for processing of pay bills.

Attendance particulars not in the prescribed format, incomplete attendance and reached after the due date shall not be entertained and pay bills will be processed later as supplementary pay bills during the first / second week of next month.

Hence, all those in the subject entry are hereby requested to make a note of it and take necessary action accordingly.

*M. N. S.*

**REGISTRAR**

To  
The Principal, University College, KU  
All the Principals', University Constituent Colleges, KU  
All the Drawing & Disbursing Officers, KU  
All the Heads of the Departments, KU  
Kakatiya University, Hanamkonda  
Enclosed: Prescribed format.

Copy to:

1. The Director, University Network and Website, KU with a request to upload in the University Website.
2. The Assistant Registrar, Administration (Non-Teaching), KU.
3. The Finance Officer, KU.
4. The Deputy / Assistant Registrar (Accounts / Pre-Audit), KU.
5. The Secretary to Vice-Chancellor, KU.

