

OFFICE OF THE REGISTRAR

Kakatiya University, Hanamkonda - 506 009

Date: 12-05-2025

CIRCULAR

Sub: Accounts Branch, KU – Furnishing of Attendance Particulars of the Teaching staff to the Deputy Registrar, Accounts Branch, KU – Reg.

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With reference to the subject cited, I am desired by the Hon'ble Vice-chancellor to request all those mentioned in the address entry are hereby requested to send the attendance particulars in the prescribed format (attached) of the regular teaching staff of your college / department by 20th of every month to the Deputy Registrar, Accounts Branch, Kakatiya University for preparing the pay bills.

Further, all are also informed to enclose the leave sanction order from the appropriate authorities in respect of the regular teachers who avails other than casual leave during the attendance period. Pay bills of those regular teachers not accompanied by the leave sanction order from the appropriate authorities shall be prepared as supplementary bill only after submission of appropriate / eligible leave sanction order, etc.

REGISTRAR

To The Principals, University College / University Constituent Colleges The Heads of the Department, KU

Copy to:

1) The Finance Officer, KU

2) The Assistant Registrar (Admn (T&G) / Pre-Audit, KU)

3) The Secretary to Vice-Chancellor, KU

College / Department.....

Teaching staff Attendance for the period from to to

				_	No.	2	
				2	Name of the Employee Designation		
				w			
				4	or working days	Total No.	
				5	days present	Total	
				6	Leaves (HPLs) availed	Half-Pay	
				7	Leaves (ELs) availed	Earned Leaves Duty (ELs) Leaves	
				00	Duty Leaves		
				9	Availed till previous month		
				10	Availed this month	Casual Leaves	
e William				11	Total availed	aves	
				12	Balance to be availed		
	(13	Remarks		

Note: 16th to 15th of every month

Signature of the Principal / Head With Rubber Stamp