



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.

* * *

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

