



No. MANUU/ER-II/EF.285/2019-20/666

20th August 2019

CIRCULAR

Sub: Meeting of Heads/Incharges to discuss issues related to bio-metric attendance of non-teaching employees – Regarding.

In continuation of the Office Order F.No.MANUU/ER.I(B).F,110/2019-20 dated 7th August 2019, a meeting of all the Heads/Incharges of Departments/ Section/Directorates/Centres/offices etc located in University Main Campus, Hyderabad is convened on Wednesday, the **21st August 2019 at 11.30 am in Conference Room, Admin Building to discuss the issues related to Bio-Metric Attendance of Non-Teaching employees.** The Pro-Vice Chancellor will preside over the meeting.

Therefore, all the Deans of Schools/ Heads of Departments / Directors of Centres/Director, DDE, DoA, IQAC/ All Sectional Heads/ Incharge, Health Centre/ Provost of Boys & Girls Hostels/ Proctor/ DSW/ CoE/Librarian/IAO etc are requested to attend the said meeting.



Asst. Registrar
ER.II

Copy to:

1. All Deans of Schools/ Heads of Departments/ Directors of Centres / Director, DDE/ Principal, Polytechnic, Hyderabad/Principal, ITI Hyderabad
2. Sectional Heads/JRs/DRs/ARs/ Incharge Health Centres/ Provosts of Boys & Girls Hostels / Proctor/ Incharge Security /PRO / IAO /Director, DoA, /Director, IQAC / DSW etc
3. Office of the Vice Chancellor/ Pro-Vice Chancellor / Registrar/ Finance Officer / Controller of Examinations / Librarian / Proctor
4. Director, CIT for uploading the University website