



OSMANIA UNIVERSITY
HYDERABAD-500 007

No: MR-1618 /Accts/CPB/2018

Date: 07-05-2018

C I R C U L A R

Sub:- Accounts – Centralized Pay Bills Section – Request to forward Service Books of all Non –Teaching Employees working under your control – Reg.

Ref: MR -03/11/2017/Estt-II, Dated: 10-01-2018.

Dear Sir / Madam,

Kind reference is invited to the subject cited above, wherein the Vice-Chancellor has accorded sanction for constitution of committee to explore the feasibility of maintenance of Service Books of all the Non-Teaching Employees working in various Colleges/ Departments and other Offices through Centralized system from the Pay Bills Section, Accounts Branch, O.U. The committee in its 2nd meeting held on 18-04-2018, resolved to request all the Principals/Heads of Departments/Directors /Administrative Officers to forward Service Books of all Non-Teaching Employees working under their control to Centralized Pay Bills Section of Administrative Building.

It is therefore, requested to update the Service Books of all Non-Teaching Employees working under your control and forward it to Centralized Pay Bills Section on or before 15-05-2018, so as to enable this office to initiate further course of action in the matter.

Early response is solicited in this matter.


REGISTRAR

Copy to: The Principal / Director

Special officer, Infrastructure, OU.