



OSMANIA UNIVERSITY  
HYDERABAD - 500 007

No.MR-3071/H/Acad-1V/2016-1

Date: 2-11-2016

To  
**All the Principals of University, Constituent and Affiliated Colleges  
under the jurisdiction of Osmania University.**

Sir/Madam,

Sub:- OU – Denovo preparation of Electoral Rolls of 1 Teachers  
Constituency of Telangana Legislative Council – Certain  
Information – Communicated – Reg

Ref:- 1) Email communication from the Government Dt. 2<sup>nd</sup> Nov, 2016  
2) Univ. Lr. No.MR-3071/H/Acad-1V/2016, Dated 1-11-2016

-:oOo:-

It is informed that every College Principal/Head of the Institute should issue a Certificate to the Teachers working at their Colleges/Institutes in the prescribed proforma enclosed as Annexure–A which should be countersigned by the University Authorities.

Through the reference 2<sup>nd</sup> cited, the University has nominated certain officers as 'Countersigning Authorities' to verify and countersign the Certificates of the Teachers issued by the University, Constituent and Affiliated Colleges in connection with Denovo preparation of 1 Teachers Constituency of Telangana Legislative Council (Copy enclosed as Annexure-B).

**You are also required to follow the instructions given in the Government letter dated 24.10.2016 scrupulously (Copy enclosed as Annexure-C).**

Yours faithfully

REGISTRAR

Encl: As stated.

Copy to:-

- 1) The Principal Secretary, O/o the Special Chief Secretary to Government, Education Department, Telangana Secretariat, Hyd.
- 2) All the Countersigning Authorities of Electoral Rolls of 1 Teachers Constituency of Telangana Legislative Council, OU
- 3) The Secretary to Vice-Chancellor, OU.
- 4) The P.A. to Registrar/OSD to VC., OU.

65/11/16

# ANNEXURE - A

## CERTIFICATE

This is to certify that Sri. / Dr. \_\_\_\_\_ S/D/o \_\_\_\_\_  
Working as \_\_\_\_\_ in our institution(s) within last six years (i.e., since 2010).

Sl.No.	Name of the Institution	Designation	Period/Duration

### Enclosures:

1. Experience Certificate
2. Evidence of Attendance of Teachers
3. Payment of the Salaries in the Bank Account
4. IT Traces / Form-16

HEAD OF THE INSTITUTION

COUNTERSIGNING AUTHORITY

# ANNEXURE - B



## OSMANIA UNIVERSITY HYDERABAD – 500 007

No. MR-3071/H/Acad-IV/2016

Date: 1 -11-2016.

To  
**The Special Chief Secretary to Government,**  
Higher Education Department,  
Telangana Secretariat,  
HYDERABAD.

Respected Madam,

Sub:- OU – Denovo preparation of Electoral Rolls of 1 Teachers  
Constituency of Telangana Legislative Council – Information  
Furnished – Reg.

Ref:- Letter No.6969/UE/2016-1, Dated 24-10-2016 of the Chief Secretary  
to Government, (H.E.) Dept., Telangana Secretariat Hyderabad.

-:oOo:-

With reference to the above, I am herewith furnishing the following details as desired by you. In this context, it is proposed that the following officers of the University are nominated District-wise as Countersigning Authorities.

Sl. No.	Name of the District	Name of Officers of the Countersigning Authorities.	No. of Colleges
1.	Hyderabad	Prof. C. Venugopal Rao Director, Directorate of Academic Audit, OU.	330
2.	Hyderabad	Prof. B. Narayana Joint Director, Dir.of Academic Audit, OU.	
3.	Hyderabad	Prof. K. Deepla Joint Director, Dir.of Academic Audit, OU.	
4.	Ranga Reddy	Prof. Naidu Ashok Principal, Univ. Coll. of Arts & Soc.Sci., OU.	272
5.	Vikarabad	Prof. B. Shankar, Principal, University College of Science,OU.	
6.	Medchal	Prof. V. Shekar Principal,Univ.Coll. of Com. & Busi.Mgt. OU.	
7.	Medak	Prof. D. Jaya Prakash Principal, Univ. College of Technology, OU.	113
8.	Sangareddy	Prof. D. Balaramulu, Principal, Univ. Coll. of Education, O.U.	
9.	Siddipet	Prof. L.B. Laxmikanth Rathod, Principal, Univ. Coll. of Physical Edn., O.U.	

[P.T.O.]

: 2 :

Hence, it is to inform you that all the College Principals/Heads of the Institutes should issue a Certificate to the teachers in the format enclosed as Annexure - A, which should be countersigned by the above University Authorities.

Yours faithfully,



REGISTRAR.

Note: *The Countersigning Authority must verify the above details and also staff bio-data thoroughly before signing the Certificate.*

Copy to:-

- 1) The Secretary to Vice-Chancellor, OU.
- 2) The P.A. to Registrar/OSD to V.C., OU.
- 3) The Officers concerned.