



PONDICHERRY UNIVERSITY  
(A Central University)

*Bharat Ratna Dr. B.R. Ambedkar Administrative Building,  
R. Venkataraman Nagar, Kalapet, Puducherry – 605 014*

**Dr. P. MURALIDASSAN**  
DEPUTY REGISTRAR (ADMN.)

**MOST URGENT**  
**REMINDER-III**

Ref. No.PU/ESTT/NT14/OUTS-12/2019-20/378

Date : 03.02.2020

**CIRCULAR**

**Sub. : PU –Estt.– Biometric Attendance System for the employees of Pondicherry University - Reg.**

- Ref. :** 1) DoPT – Office Memorandum dt. 22.06.2015.  
2) Circular No.: PU/ESTT/NT14/OUTS-12/2019-20/350 dt. 27.11.2019  
3) Circular No: PU/ESTT/NT14/OUTS-12/2019-20/359 dt. 11.12.2019  
(Reminder-I)  
4) Circular No: PU/ESTT/NT14/OUTS-12/2019-20/368 dt. 06.01.2020  
(Reminder-II)

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With reference to the letter cited, it is informed that, the following departments/centres/sections have not submitted the required particulars for implementation of Adhaar enabled Biometric Attendance System for all the Non-Teaching employees (Regular/Contract) so far.

<b>School/Dept/Centre/Sections</b>	
1. Academic Section	21. History
2. Computer Centre	22. Anthropology
3. Controller of Examinations	23. Bio-informatics
4. DDE (EXAM)	24. Central maintenance workshop
5. DIR(SEI&RR) & IQAC	25. Chemistry
6. Engineering wing	26. Commerce
7. Finance and Accounts	27. Computer science
8. FO's Secretariat	28. Ecology
9. Planning & Development	29. Foreign languages
10. Project Cell	30. French
11. Public Grievance Cell & Adult and Continuing Education	31. Green Energy Technology
12. Public Relation Office	32. Health Centre
13. Purchase & Stores	33. Centre for Social Excl. & Incl. Policy
14. F.M. Radio	34. Human Resource Development Centre
15. Sanitary Wing	35. International Business
16. Special Reservation Cell	36. Madanjeet School of Green Energy Technologies
17. Student Welfare	37. Management Studies
18. Transport	38. Nano Science & Technology
19. Quantitative Finance Programme	39. Philosophy
20. AISHE Cell	40. Social Work

41. School of Life Science	45. School of Physical Chemical and Applied Sciences
42. School of Management	46. Statistics
43. School of Social Sciences & International Studies	47. Performing Arts
44. School of Tamil	

Hence, the Non-Teaching Employees of the University who have not submitted the required particulars are hereby requested to furnish in the prescribed format (both hard copy and soft copy) through their respective Deans/HoD's/Centre/Section Heads to the Assistant Registrar (Non-Teaching) Section on or before 07.02.2020.

*Prabha*  
3/2/20

DEPUTY REGISTRAR (ADMN.)

**Encl.:** As above

**To**

All the Directors/Deans/HOD's/Centre Heads/Officers/Section Heads  
Pondicherry University

**Copy to :**

1. The Assistant Registrar, VC's Sect – for kind information of the V.C.
2. The Assistant Registrar, Registrar's Secretariat, PU.
3. ✓ The Systems Manager, PU – for hosting the same in the Website.