



**PONDICHERRY UNIVERSITY  
PUDUCHERRY**

**P.SUBRAMANIAN B.Com., MBA  
DEPUTY REGISTRAR (Admn)**

Bharat Ratna Dr. B.R. Ambedkar  
Administrative Bldg., R.V. Nagar  
Kalapet, Puducherry-605014

PU/Estt /NT15/ 2015-16/27

Date: 09.10.2015  
**Most Urgent**

**CIRCULAR**

Sub: PU-Estt- Bio-metric Attendance System – Particulars of Officers/Non-Teaching employees called for – Reg.

Ref: (I) Letter No. NIC/PYUTC/2014/345, dated 11-12-2014.  
(II) e-Circular dated, 07.07.2015.  
(III) e-Circular dated, 21.07.2015

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A kind reference is invited to the circular cited wherein the personal details of Non-Teaching employees/Officers were called-for in the prescribed format in connection with Bio-metric Attendance System. But it is seen that some of the Non-Teaching employees/Officers are yet to furnish the required details.

Therefore, the Non-Teaching employees/Officers who are yet to furnish the particulars are once again requested to furnish the required personal details in the prescribed format **on or before 23.10.2015** for further processing. Those Officers/Non-Teaching employees who have not sent their passport size photo earlier may submit the same at the earliest.

This may be treated as **MOST URGENT.**

*P. S. Ramani*  
12/10.  
**DEPUTY REGISTRAR (ADMN.)**

**Encl: As above**

To

All Officers/Non-Teaching Employees – *Through Proper Channel*  
Pondicherry University  
Puducherry.

**Copy to:**

The Systems Manager - *with a request to host in the University Website.*  
Computer Centre  
Pondicherry University.



**PONDICHERY UNIVERSITY**  
(Establishment Non-Teaching Section)

**PERSONAL DETAILS OF EMPLOYEES**

1. Employee Name :  
(In **BLOCK LETTERS**)  
(As per Record)
2. Employee Code :
3. Designation :
4. Employment Type : Regular / Deputation / Contract (Retd.) / Contract / Labourer on  
(Please tick any one) Contract/ Consolidated /NMR
5. Date of Appointment : Regular / Contract / Consolidated /NMR
6. Department/Section :
7. Location :  
(e.g. Building Name)
8. Date of Birth ( DD-MM-YYY) :  
(as in Service Book)
9. Gender : Male / Female
10. Aadhaar No. :
11. Mobile No. :
12. E-mail Id. :



**SIGNATURE**

**Date:**