



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/ 24

Date: 07.07.2015

MOST URGENT

CIRCULAR

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

Ref: Letter No. NIC/PYUTC/2014/345, dated 11-12-2014.

The Government of India has instructed to introduce Aadhaar based Bio-metric Attendance System in all Central Government Organisations.

In this connection all Officers/Non-Teaching employees are hereby requested to furnish the particulars in the enclosed format to the undersigned on or before 13-07-2015.

All are requested to extend full Co-operation to furnish the required particulars on or before 13-07-2015.

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


DEPUTY REGISTRAR (ADMN.)

Encl: As above

To

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



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: