



**PONDICHERRY UNIVERSITY
PUDUCHERRY**

**R. SEGAR
DEPUTY REGISTRAR(ESTT)**

**Dr. B.R.AMBEDKAR ADMN. BUILDING
R.V. NAGAR, KALAPET
PUDUCHERRY – 605 014
PHONE No. 0413-2654563**

No. PU/Estt(T)/ET-6/2015-16/ 31

Date: 09.07.2015

CIRCULAR

Sub: PU-Estt(T)-Bio-metric Attendance System – Particulars of Teaching Staff /Other Academic Staff - called for – Reg.

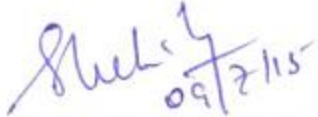
The Government of India has instructed to introduce Aadhaar based Bio-metric Attendance System in all Central Government Organisations.

In this connection all Teaching Staff / Other Academic Staff 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**

Yours faithfully


DEPUTY REGISTRAR(ESTT)

Encl: as above.

**To
All Teaching Staff / Other Academic Staff
Pondicherry University**



PONDICHERRY UNIVESITY

Establishment Section (Teaching)

PERSONAL DETAILS OF EMPLOYEES (Teaching Staff/Other Academic Staff)

1. Employee Name :
(In Block Letters)
(As per Record)
2. Employee Code :
3. Designation :
4. Employment Type : Regular/Contract/Consolidated
(Please tick any one)
5. Date of Appointment :
6. Name of the School :
7. Department :
8. Location :
(e.g. Building Name)
9. Date of Birth (DD-MM-YY):
(as in Service Book)
10. Gender : Male/ Female
11. Aadhaar No. :
12. Mobile No. :
13. E-Mail Id. :

SIGNATURE

Date: