PONDICHERRY UNIVERSITY
(A Central University)

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

R. SEGAR
Deputy Registrar (Admn.)

PU/Estt/NT8/2015-16/)9ℇ   Date : 31.07.2015

CIRCULAR

Sub: PU – Estt – Inspection of Service Books by the Non-teaching [Regular] Staff of the University – Reg.

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All the Non-Teaching staff of the University (appointed on regular basis only) are hereby requested to kindly inspect his/her Service Book on the dates mentioned against his / her post as in the enclosed schedule, and to sign therein in token of having inspected the Service Book by him/her.

He/She is also requested to bring the following documents when he/she comes for inspection of the Service Book:

1. Filled-in Bio-data forms for automation and also Xerox copy of aadhar card for service book entry (if not submitted earlier)

2. Filled-in Declaration forms pertaining to family details, Medical Attendance / LTC (if dependency details and nomination details are not updated)

3. Proof of identity of the nominated member of the family [Xerox copy of voter card or aadhar card, etc] for settlement of service benefits, in case if necessity arises and

4. One recent passport size photograph for affixing in the Service Book

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Further the employees are requested to ensure that all service particulars are entered in the Service Book before signing. i.e. they may check their date of birth, educational / technical qualifications, leave particulars, service details like NMR / Consolidated / Regular & foreign service, entries relating to appointment / promotion, declaration of probation, confirmation in the entry grade, etc.

All Non-Teaching Officers / Staff are requested to make it convenient to inspect their Service Book on the said date and time without fail.

If anyone desires to have a copy of the Service Book, he / she may kindly make payment of Rs.500/- by challan to the University Account.

(R. SEGAR)
Deputy Registrar (Admn.)

To

All Non-Teaching Officers / Staff concerned (as per list enclosed) ...   TPC
Pondicherry University
Puducherry 605 014

INSPECTION OF SERVICE BOOK 2012-2014

Sl. No.	Designation	Date and time for Inspection of S.B.
1.	Assistants	10.08.2015 [Monday] 11.08.2015 [Tuesday] } 2 days
2.	Technical Officers	18.08.2015 [Tuesday]
3.	Deputy Registrars & Assistant Registrars Section Officers / P.S.'s A.E.(Engineering) / A.E.(Electrical), Medical Officers/L.O./System Manager / Information Officer/System Analyst/ Computer Information Scientist/Programmer	18.08.2015 [Tuesday] 19.08.2015 [Wednesday] } 3 days 20.08.2015 [Thursday]
4.	Senior Technical Assistant [Computer] / Senior Programming Assistant / Senior Technical Assistant (Network/Computer)	24.08.2015 [Monday]
5.	Senior Technical Assistant [Science]	25.08.2015 [Tuesday]
6.	Senior Assistants Hindi Officer }	25.08.2015 [Tuesday]
7.	Personal Assistants	26.08.2015 [Wednesday]
8.	Junior Assistants	26.08.2015 [Wednesday] 27.08.2015 [Thursday] } 2 days
9.	Technical Assistant [Computer/Network] Computer Assistant Data Entry Operator Technical Assistant [Science] Lab Assistant	27.08.2015 [Thursday] 28.08.2015 [Friday] } 2 days

Sl. No.	Designation	Date and time for Inspection of S.B.
	Senior Lab Assistant	
	Technicians – CIF Technicians – CMW Technician – Chemistry	27.08.2015 [Thursday] 28.08.2015 [Friday] } 2 days
	Sanitary Inspector	
	Instructor [Drama/Music]	
10.	Technical Staff – Electrical & Engineering Wing	28.08.2015 [Friday]
11.	Health Centre staff Statistical Asst & Junior Field Asst	28.08.2015 [Friday]
12.	Drivers	01.09.2015 [Tuesday] 02.09.2015 [Wednesday] } 2 days
	Office Attendants	
13.	Professional / Semi-Professional Assistant	03.09.2015 [Thursday]
14.	Library Assistant	04.09.2015 [Friday]
15.	Horticulture Attendant	07.09.2015 [Monday] 08.09.2015 [Tuesday] } 2 days
16.	Catering Assistant/Catering Attendant	09.09.2015 [Wednesday]
17.	Lab Attendants, MTS, Record Attendants	10.09.2015 [Thursday]
18.	Sanitary Attendants	11.09.2015 [Friday]
	Engineering Attendant	

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