



PONDICHERRY UNIVERSITY

(A Central University Established under the Act of Parliament, 1985)

S. LOGANATHAN
REGISTRAR

R.V. Nagar
Kalapet
Puducherry-605 014

PU/REGR/IAO Wing/WSG/2012/ 288

Date: 08-05-2012

CIRCULAR

Sub: Internal work Study Group, Pondicherry University certain information/data – called for.

It is proposed to undertake the exercise of reviewing of administrative systems and staffing pattern (Non-Teaching) prevailing in various wings and departments of the University to ensure an equitable and comparatively balanced work load, to the extent feasible. To achieve this end it is intended to conduct an analytical study of the workload in each unit/section of the University wings, centres, branches, sections, units etc., alongwith the workforce deployed in each of such units.

For this purpose you are hereby requested to furnish the details/data in the format attached hereto. You may also furnish copies of your proposals sent to the Administration regarding your workload during last 5 years and future requirements. All the details and requirements may be sent to the “Internal Audit Wing” of the university positively by 31.05.2012. The information/statistics furnished by the Sections are subject to detailed counter check by the Internal Audit Wing.

S. Loganathan
REGISTRAR

To

1. All Deans/ HODs/Centre Heads/Officers
2. Director, UMISARC/ DDE/ASC/Community College
3. Finance Officer/Controller of Examinations/Librarian
4. Internal Audit Officer
5. Legal Cell
6. Superintending Engineer, Engineering Wing
7. Assistant Engineer, Electrical Wing

Copy for Information to

1. Director SEI&RR
2. Director, Research
3. Assistant Registrar Vice-Chancellor Secretariat
4. Assistant Registrar (PCR), Registrar Secretariat

WORK STUDY GROUP

PROFORMA

Name of the Department/Office :

Brief Description of the duties of the Department / Office :

Name of the Post/Designation (Non-Teaching)	No of employees designation-wise		Duties assigned to each employee (Non-Teaching)	Duties of each employee further sub divided into				Any other (Pl. Specify)
	Sanctioned	Actual working		Daily routine duties	Monthly once (like scholarship claims)	Statistics of correspondence handled	Details of Custody of Departmental stock including lab wares and chemicals etc.	