



PONDICHERRY UNIVERSITY
PUDUCHERRY

R. SEGAR
DEPUTY REGISTRAR (Admn.)

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

PU/Estt /NT15/ 2015-16/

Date: 21.07.2015

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.

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 29.07.2015** 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.**


21/7/2015
DEPUTY REGISTRAR (ADMN.)

Encl: As above

To

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



PONDICHERRY UNIVERSITY

(Establishment Non-Teaching Section)

PERSONAL DETAILS OF EMPLOYEES

Recent Passport Size
Photograph
Paste Here

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: