



**OFFICE OF THE REGISTRAR  
TELANGANA UNIVERSITY  
Dichpally, Nizamabad – 503 322 (TS)**

No. 047/REG/TU/NZB/2020/Admin

Date: 19-05-2020

**C I R C U L A R**

I am by direction of Hon'ble Vice-Chancellor; it is to inform all the Non-Teaching Staff working in Telangana University are hereby instructed to maintain "Daily Progress Report" mentioning their work-load particulars from 11-05-2020 onwards in a diary both hard copy and soft copy scrupulously without fail and keep ready for inspection whenever it is desired by the university Authority, failing which a serious action may be initiated.

**Copy to:**

1. All the Principals, University Colleges, TU.
2. The Director, DAA, TU.
3. The Controller of Examinations, TU.
4. The Academic-cum-Administrative Officer, TU.
5. The PS to Vice-Chancellor, TU.
6. The Public Relations Officer, TU.
7. The University website, TU
8. File.

  
19.05.2020  
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