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REGISTRAR



PALAMURU
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MAHABUBNAGAR – 509 001

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Lr.No. ADMN-2 /PU/2016-17

Date: 1.11.2016

To
The Special Chief Secretary to Government,
Higher Education Department,
Telangana Secretariat, Hyderabad.

Respected Madam,

Sub:- PU - Denovo preparation of Electoral Rolls of 1 Teacher's Constituency of Telangana Legislative Council - Information Furnished.

Ref:- 1. Lr.No.ADMN/PU/2016-17, Dated 24.10.2016
2. Lr.No.6969/UE/2016-02, Dated 28.10.2016 from The Special Chief Secretary to Government, Higher Education Department, Department, Telangana Secretariat, Hyderabad.

In continuation of University letter 1st cited and in compliance to the Govt. letter 2nd cited, I am herewith furnishing the following details as desired, in connection with preparation of Electoral Rolls of 1 Teachers Constituency of Telangana Legislative Council, it is proposed that the following Teachers / Officers of the University are nominated Dist-wise(new) as Countersigning authorities for Campus Colleges, Univ.P.G.Centres and Affiliated Colleges.

Sl.No.	Name of the District	Name of the Teacher/Counter Signing Authority
1	Mahabubnagar, Wanaparthly	Dr. K. Girija Mangathayaru, Jt. Director, Academic Audit Cell, PU, MBNR.
2	Nagarkurnool Gadwal and Rangareddy	Dr. G. Manoja, Jt. Director, Academic Audit Cell, PU, MBNR

Therefore, this is to inform that every College Principal / Head of the Institute, shall issue a certificate to the Teachers in the following format, which should be Countersigned by the above University Authorities.

CERTIFICATE

This is to certify that Sri / Dr. _____ S/o, D/o _____ is working as _____ in our Institution(s) currently and has at least three years experience as full time in the following Institutions (s) with in last Six years. (i.e. since 2010).

Sl.No.	Name of the Institution	Designation	Period/Duration

Enclosures:-

1. Experience Certificate
2. Evidence of Attendance of Teachers
3. Payment of Salaries in the Bank Account
4. IT traces / Form 16.

Head of the Institution/ College

COUNTERSIGNING AUTHORITY

Yours Faithfully



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Note:

The Countersigning Authority must verify the above details and also Staff Bio-data.

Copy to :

1. The Countersigning Authorities of Palamuru University, MBNR
2. All the Principals / Heads of Institutions / Affiliated Colleges, PU, MBNR