

ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM
ANDHRA PRADESH

Prof. Ganga Rao Battu
M.Pharm., Ph.D.(India), Ph.D (U.K.),
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Registrar



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No. ANUR/R/2019-20/24

Date: 17-02-2020

CIRCULAR

Sub : ANUR – Certain instructions to the Teaching and Non-Teaching employees –
Issued - Reg.

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All the Teaching and Non-teaching employees are hereby informed that all the leaves, ODs, requirements and personal requests of staff should submit to the Registrar through proper channel only, otherwise those representations will be nullified and also instructed that not to send the text messages, whatsapp messages and don't make phone calls directly to the Registrar mobile. The staff members should contact the Principals of concerned college or Section Heads for their grievances, requests etc., there is no need to come forward directly to the Registrar Peshi. If any important or urgent matter, the University officials may contact the Registrar and brief the subject so as to minimize the visitors waiting at Registrar peshi.


(GANGA RAO BATTU)
Registrar

To
All the Principals of University Colleges - Please circulate to all the Teaching and
The Special Officers, Kakinada and Tadepalligudem Non-teaching employees
The University Officers
The Section Heads

Copy to :
AR Estt.
PA to Registrar
PS to VC
OOF