



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

Administrative Block, Central University P.O., Prof. C.R. Rao Road, Gachibowli, Hyderabad-500046 (Telangana)

Office of the Registrar,  
Outsourcing Unit.  
Establishment Section-1,  
Dt. 29-Oct-2020.

No: UH / OS-65 /

OFFICE NOTE

Sub: Attendance-particulars of Outsourced Staff - Reg.  
Ref: Registrar's orders dated 28-10-2020.

It is requested that the attendance-particulars of outsourced staff working in the respective school/department/centre/office may please be sent **to the outsourcing agency**, as mentioned below, for processing the wage bills :

(a) **Upto 18-10-2020** : As per the roster-attendance notice/circular issued by the office/department concerned, due to COVID-19 pandemic; and

(b) **From 19-10-2020 onwards** : On the basis of full attendance (as per the COVID-19-Notification No. UH/REG/COVID-19/2020 dt.16-10-2020 issued by the Registrar),

2) The attendance-particulars for the month of October 2020 may be prepared as under :

**Month & Year : October 2020**

Sl. No.	Name of the outsourced person	Category of manpower (highly skilled or Skilled or Semi-skilled or Unskilled)	No. of days duty allotted as per roster by the department in the month	October 1-18, 2020 (as per roster)			Oct. 19-31, 2020	Total days present (g+h)	Remarks, if any
				No. of days present.	No. of days absent	Net no. of days present (e-f)	No. of days present in working days (CL be treated as present)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)

3) Further, the dealing person in the office/department concerned may be instructed to prepare the attendance-particulars of all outsourced staff of the department by evening on the last working day of every month and submit the same to the outsourcing agency on the first working day of next month.

b  
29/10  
Dy.Registrar (E-1)

To  
All Schools/Departments/Centres/Offices.  
Copy to: F.No.101 (Master file)

29/10/2020