



UNIVERSITY OF HYDERABAD

Office of the Registrar
Establishment Section-II

No. UH/REG/E-II/2025/ 1128

November 12, 2025

CIRCULAR

Subject: Nomination of Nodal Officer for timely furnishing of information sought by the Ministry, UGC, Commissions from the various sections/ departments/ administrative units – Reg.

Ref: Orders of the Vice Chancellor dated 11.11.2025.

It has been observed that the furnishing of information sought by the Ministry, University Grants Commission, SC/ST/OBC Commissions, from the various sections departments, schools, and administrative units is often delayed, which adversely affects timely processing of official matters.

In order to streamline the process and ensure timely submission of data or information, all Departments/Schools/Administrative Units are requested to identify and nominate one responsible official who shall act as the Nodal Officer for coordination in such matters. The nominated official will be responsible for collecting or gathering the requisite information from the concerned sources within the unit and providing the same promptly to the concerned Section or authority without any delay.

The details of the nominated official (Name, Designation, Contact Number, and E-mail ID) may be communicated within seven (07) days of issue of this Circular. The nomination details for teaching matters shall be forwarded to the Assistant Registrar (E-I) @ establishmentone@uohyd.ac.in, and for non-teaching matters to the Assistant Registrar (E-II) @ establishmenttwo@uohyd.ac.in under a copy to Reservation and Coordination Cell @ rccell@uohyd.ac.in.

Timely compliance is requested to avoid recurrence of delays in furnishing information to the Sections.

**Assistant Registrar
(Establishment-II)**

**Asst. Registrar (Estt-II)
University of Hyderabad,
HYDERABAD-500**

To

All Deans of Schools / Heads of Departments / Centres

All Officers of Administrative / Centre Units

Director, CC & CNF - with a request to forward to all concerned through GApps

Webmaster - with a request to upload the Circular on the University website

