



**M. Gouri Shankar**  
Finance Officer (FAC) &  
Deputy Registrar

**OFFICE OF THE FINANCE OFFICER**  
**KAKATIYA UNIVERSITY**  
**WARANGAL - 506 009**

No. 274 /C1/KU/2017

Dated November 8, 2017

To  
The Principal, University College  
All the Principals of University Constituent Colleges  
Kakatiya University, Warangal  
Warangal

Sub:- Accounts Branch, Kakatiya University, Warangal – Furnishing of Regular Employees  
Data in prescribed format – Reg.

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Sir/Madam,

With reference to the subject cited, I request you to furnish the data of regular employees (Teaching and Non-Teaching) of your college in the following proforma. The soft copy of the data (in MS Excel format) may be sent to email id: [fokuc1976@gmail.com](mailto:fokuc1976@gmail.com), immediately for onward transmission to State Government:

Sl. No.	Name of the Employee	Designation	Scale of Pay	Basic Pay	AGP *	DA	HRA	CCA	Others	Gross Total	Total Deductions	Net Total


\*For Teaching Staff only

I also request you to send a hard copy of the same to the undersigned.

This may please be treated as URGENT

Thanking you

Yours faithfully

  
FINANCE OFFICER (FAC)