



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.

No: UH/OSU-75/ 463

Dt. 17-Dec-2020.

CIRCULAR

Sub: Change in the period of attendance of outsourced staff - Reg.
Ref: Registrar's approval dated 16-12-2020.

Recently, due to late receipt of attendance particulars of outsourced staff, as per the existing calendar month system (1st to last day of the month), from the user-departments by the outsourcing agency and also due to insufficient time, the wages could not be paid to the outsourced staff in time, which led to extreme hardship to them.

2) In order to resolve the above issue and facilitate the payment of wages to the outsourced staff in time, it is decided to record **attendance-particulars** of the outsourced staff **for the period from 20th of last month to 19th of present month** (instead of 1st to last day of the calendar-month concerned).

3) For the above purpose, the heads of the departments/offices concerned are requested to submit the attendance-sheet **for the period as mentioned above, as per the format enclosed**, duly certified by the Head or authorized signatory, affixing rubber-stamp, to the outsourcing agency by 20th or next working day (if 20th happens to be a holiday). Based on the attendance-sheets received by 20th of every month, the wage-bill will be processed immediately in the first lot for disbursement of wages in time. The late-attendance sheets (received after 20th of the month) will be processed as a separate lot, due to which delay may occur in the disbursement of wages to the staff concerned.

4) The attendance-sheets of outsourced staff may be prepared as under :

(i) **For the month of December 2020** : 1st to 19th Dec. 2020 (as the wages from 20-11-2020 to 30-11-2020 had already been paid through the November 2020 wage bill)

(ii) **From January 2021 onwards** : 20th of last month (December 2020) to 19th of present month (January 2021).

(iii) In the absence of the Head of the Dept./Centre/Unit/Office concerned, another Teacher/Officer of the same department/office concerned may be authorized to certify the attendance so that there will not be delay in submission of attendance particulars.

5) Accordingly, all the user departments/offices are requested once again to make arrangements as above for timely disbursement of the wages to the outsourced staff.

Encl: Format of Attendance Sheet.


Deputy Registrar (E-1)

To

- 1) All Schools/Departments/Centres/Offices in the University/
Chief Warden's Office/Hostels/Health Centre.
- 2) The Director, Computer Centre - *With a request to make arrangement (a) to send the circular with enclosure to all schools/depts./centres/offices as attachment so that they can use the format of attendance as it is; (b) to place it on the University website also.*
- 3) Master file : OS-101