



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-65 / 628

Dt. 01-Nov-2021.

CIRCULAR

- Sub: Mainting punctuality by non-teaching/outsourced staff and restriction on hiring the services of outsourced staff - Reg.
- Ref: 1) UGC's lr.no. 1-6/2019(CU) dated 19-Sept-2019.
2) University's Circular No. UH/OSU-65/468 dated 23-12-2020.

It is observed that some non-teaching/outsourced staff working in the University are coming late to their respective offices/work places and/or leaving early, which is not permissible as per rules. The staff are required to be present in the office/at the work place concerned during the working hours of the University. Similar situation prevails in respect of shift-duty staff also. The controlling officers of the offices/departments may inform the particulars of the staff, who are not punctual, to the undersigned for taking appropriate action.

2) Further, the UGC, vide Ref.(1) cited, instructed that the University should not engage any new staff on outsourcing basis at its own (University) level without prior approval of the UGC/Govt. of India, failing which the expenditure incurred on outsourced staff would be treated as unapproved. Accordingly, the UGC has started decreasing the salary-grant of the University due to which the University is finding it very difficult for making payment of monthly wages to the outsourced staff. Therefore, the user schools/departments/offices may function with the available staff as mentioned in the earlier circular vide Ref.(2) cited. It is not possible to the University to provide further/additional staff to the user departments/offices in view of the UGC's restrictions.

All are requested to cooperate accordingly.



Registrar

To

- 1) All Schools/Departments/Centres/Offices/hostels in the University- Through e-mail/UH website.
- 2) The Director, Computer Centre - To make arrangement to place this circular on the website of the University under the caption 'all notices'