



University of Hyderabad

Office of the Registrar
Establishment Section-II

No. UH/E.II/F.VoS/2025/610

July 04, 2025

CIRCULAR

Sub: Certification of having verified Service Book for the year 2024-25 by the employees of the University – Reg.

Ref: (1) Supplementary Rule 202 of FR &SR, Part-I.
(2) Orders of the Registrar dated 04-07-2025.

In pursuance of Supplementary Rule 202, all the teaching and non-teaching employees of the University are hereby advised to visit the Establishment Section concerned (I or II) between 3-00 p.m. and 5-30 p.m. on all working days from July 15 to August 14, 2025, and verify their service books to ensure all the entries of events in their service are properly recorded therein and append their signatures on the Service Books marking their verification of the service books.

Assistant Registrar

To
All the concerned employees, UoH

Copy to:

All the Deans of Schools } with a request to bring to the notice of
All the Heads of Departments & Centres } all the employees working under your
All the Heads of Administrative Units } control for compliance.
Internal Audit Officer, UoH
Section Officer (Establishment Section – I / II)
Webmaster – with a request to upload the circular on the University website