

PANJAB UNIVERSITY, CHANDIGARH

No.: 2254-2400/R/DS

Date: 22-11-2017

This is to bring to your kind notice about various e-mails being sent by Department of Public Relations through Computer Centre for updation of Teaching and Non-Teaching employees of Class A to be incorporated in Diary 2018.

The process for seeking information from all was initiated by Public Relation office in the last week of August, 2017. Subsequent to this, many emails followed for the required updation.

On the basis of current information, it has been learnt that the situation is dismal as only few departments have updated the information with the Computer Centre. In the absence of updated data, the printing of Diary 2018 will be delayed.

In view of the above, it is humbly requested and consider this as gentle reminder to update the data related to your respective departments/branches/institutes by November 27, 2017 with the Computer Centre.

This may be taken on top most priority.

You are requested to do the following for updation:

1. Download and print the current data for the department/Centre/Branch from the website: <http://diary.pu.ac.in>.
2. Mark the corrections with RED pen on the hard copy (print-out). Please clearly make a mention of employees transferred or retired. If possible, also mention the location where the employee has been transferred.
3. In case, the information of regular staff member is not available, please use the format available on the web-site <http://diary.pu.ac.in> to fill the information of employee.

Sd/-

Col. G.S. Chadha (Retd.)
Registrar

Issued to: -

1. Chairpersons of all Teaching Departments, Directors, Coordinators, Head of all Non-teaching Departments and Heads of Branches.
2. All Regional/Rural Centres/Constituent Colleges of Panjab University.