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## PANJAB UNIVERSITY, CHANDIGARH

From

The Registrar,  
Panjab University,  
Chandigarh

To

The Chairperson,  
Deptt. of \_\_\_\_\_,  
Panjab University,  
Chandigarh.  
(List as per Budget)

No. 4658-4819/Estt.

Dated 22/4/2021

**Subject:- Manpower audit of non-teaching positions of the University.**

The University has assigned the task of conducting manpower audit of non-teaching positions to the MGSIPA. The objectives of manpower audit are as under :-

1. To understand the Manpower requirement and corresponding staffing in the University.
2. Rationalisation of Manpower by assessing the workload of each department/centre/institute/offices.
3. Reorganisation of P.U. Press
4. Merging of surplus staff with other deficit departments of University
5. Recommendations and suggestions related to effective utilization of University manpower.
6. Job requirement of each cadre be defined keeping in view the futuristic requirements.

You are appointed as Nodal Officer of the department to coordinate with the MGSIPA as and when they contact your department for having the desired information to achieve the said objectives.



Registrar  
Panjab University,  
Chandigarh

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