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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by Govt. Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085, Telangana, India

Dr. N. YADIAH

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REGISTRAR

Lr.No: UAAC/ Letters/Submission/Sender Details/2019

Date: 20-11-2019

To
The Chairmen/Secretaries/Principals of
Affiliated Colleges of JNTUH.

Sir,

Sub: JNTUH – UAAC – Letters submitted to University by Colleges – To include
Sender details - Instructions – Communication - Reg.

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It has been observed that some of the College Chairmen / Secretaries / Directors / Principals of the affiliated Colleges have been sending letters to the University on various issues without mentioning the name, designation and contact details of the sender.

Hence, the Chairmen / Secretaries / Directors / Principals of the affiliated Colleges are hereby instructed to ensure that any correspondence to the University should necessarily be in their letter head document indicating the name, the designation and the contact details (Contact number, email-id) of sender, so as to enable the University to correspond with the authorized person as per University records.

This is for your information and implementation with immediate effect.

Your's Sincerely

**Sd/-
REGISTRAR**