

**ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM  
ANDHRA PRADESH**

The Office of the Dean  
**College Development Council**



Ph. No:0883-2566009  
Email:deancdcanu@yahoo.com

No. ANUR/CDC/Staff Ratification renewal/Circular/2017/03

Dt.13.03.2017

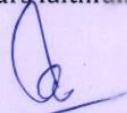
To  
The Secretary & Correspondent/Principal of Affiliated Education Colleges,  
Adikavi Nannaya University,  
Rajamahendravaram .

**CIRCULAR**

It is to inform you that the education colleges are directed to submit the proposals for renewal of existing staff ratification for academic year 2016-17 along with prescribed fee of Rs. 22,000/- and following documents to the university on or before **31.03.2017**.

1. Notarized Affidavit from Secretary & Correspondent.
2. Notarized Affidavit from appointed staff.
3. Declaration from Correspondent & Secretary on the letter head of the college.
4. Four sets of filled in staff ratification proforma with original and latest color photos.
5. Soft copy of the filled in staff ratification proforma in Excel through CD/Pen drive.

Yours faithfully,

  
(Y. SRINIVASA RAO)  
DEAN

Copy to:

All the Secretary & Correspondents/ Principals of affiliated Education Colleges East & West Godavari Districts.

Web Master, ANUR for uploading in the ANUR Website & keeping SMS to the Colleges.

PS to the Vice-Chancellor

PA to the Registrar

OOF

(By Secretary & Correspondent on 100/- Non Judicial Stamp Paper)

**AFFIDAVIT**

I, ----- Secretary and Correspondent, -----  
Affiliated to Adikavi Nannaya University do here by solemnly state as follows:

I am the Secretary and Correspondent of ----- affiliated to Adikavi Nannaya University here by agree and accept to continue the following faculty members approved by Adikavi Nannaya University, Rajahmundry for a period of one year from the date of execution of this Affidavit.

Further I hereby declare that I as Secretary and Correspondent of ----- village will not ask any one of the members of the faculty to resign or terminate from the post within one year from the date of execution of this affidavit without any valid reasons. I also hereby declare that if for any reason the management requires any members of the faculty to resign for the post under disciplinary grounds or under any other unavoidable circumstances within one year I shall cause a show-cause notice served on the faculty member well in advance under copy to the Adikavi Nannaya University. I further declare that any action against such member shall be taken only after obtaining permission from Adikavi Nannaya University.

S.No	Name of the Faculty Member	Designation

Deponent

Solemnly affirmed and signed before me on this day of ----- 2016 at -----

(By Faculty member on 10/% No Judicial Stamp Paper )

**AFFIDAVIT**

I,----- S.S.C.Reg No. ----- )S/o-----  
residing at ----- do hereby solemnly state as follows:

I hereby declare, give my consent and willingness to continue in the post of Principal/Lecturer in ----  
----- and approved by Adikavi Nannaya University, Rajahmundry for not less than  
one year from this date.

I hereby declare further that I will continue in the post for not less than one year compulsorily and  
continue beyond one year also. If I wish to quit/resign from the post of Principal/Lecturer in -----  
----- within one year or beyond one year due to unavoidable circumstances I  
shall inform the same to the college and also to the authorities of Adikavi Nannaya University,  
Rajahmundry and only after obtaining their permission in writing I shall quit /resign.

Deponent

Solemnly affirmed and signed before me on this day of ----- 2016 at -----

## DECLARATION

1. On behalf of the Educational agency of the Institution /Colleges, I-----  
Son/Daughter/Wife of ----- do hereby declare that NCTE  
/University /Govt rules, regulations and orders issued have been fulfilled, I also  
declare that we shall abide by the conditions, rules and regulation guidelines for staff  
selection and staff ratification, accordingly staff of the college have been recruited  
through staff selection committee and the same staff are being ratified by the  
university for the academic year 2015-16 as detailed below and the same staff are  
be continued without having any changes in staff appointments for academic year  
2016-17.

S.No	Name of the Staff	Date of Birth	Designation with subject specialization

I also declare that the particulars of given staff are correct to the best of my  
knowledge.

Signature

Name of the Secretary/Correspondent:

Name of the College: