



इलाहाबाद विश्वविद्यालय  
प्रयागराज – 211002, उ०प्र० (भारत)  
UNIVERSITY OF ALLAHABAD  
Prayagraj – 211002, U.P. (INDIA)



No. : 252

Date: 11-02-2026

CIRCULAR

All the non-teaching employees of the University of Allahabad are hereby informed to acquire basic computer operations and typing skill within a period of three months from the date of issuance of this circular. This competency is essential for ensuring efficiency and smooth functioning of day-to-day official works across all sections of the University.

After acquiring the requisite basic computer operations and typing skill, employees shall submit a formal letter duly endorsed and forwarded by their concerned Head/Controlling Officer to the Establishment Section (Non-Teaching) for record. Failure to do so within the stipulated period may result in withholding of your annual increment, as per rules.

This is issued with the approval of Competent Authority.

  
Registrar

**Copy to:**

1. All Deans/Directors/Heads/Coordinators, UoA
2. CoE/Proctor/Librarian, UoA
3. All Wardens/Superintendent of Hostels, UoA
4. All Joint Registrars/Deputy Registrars/Assistant Registrars, UoA
5. Finance Officer, UoA
6. University Engineer/PRO/Medical Officer/Estate Manager/Law Officer/,/CPIO/Information Scientist, UoA
7. **Chairman, ICT Cell with a request to upload the same on the University website.**
8. PA to the Registrar for the information to the Registrar, UoA.
9. SVC for the kind information to Hon'ble Vice Chancellor, UoA.
10. Establishment Section A/B/C (Admin./Payment), UoA.
11. Committee Section, UoA.
12. UIS Unit, UoA.
13. Record Section

  
Joint Registrar (P)