



जवाहरलाल नेहरू विश्वविद्यालय  
JAWAHARLAL NEHRU UNIVERSITY

नई दिल्ली - ११००६७  
NEW DELHI - 110067

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16<sup>th</sup> March, 2022

**CIRCULAR**

In view of the recent transfers/joining in the School/Centre/Sections all the Incharge/Head of the concern department are requested to send the employee details working in their school/centre/section for updating Telephone Directory at email id [teldir@jnu.ac.in](mailto:teldir@jnu.ac.in) in excel sheet (format enclosed). It is not possible to keep the Telephone Directory updated without your active cooperation.

Below are the general guidelines for updating JNU Telephone Directory.

1. The verified and updated data will be provided by each school/centre/section to CIS every month in the prescribed xls format. The data received in xls format will be compiled and updated in the telephone directory system every month i.e. first week of the month by the CIS and pdf will be generated after updating of data by 5th of every month.
2. The verification of information provided by school/centre/department is the sole responsibility of the concerned officer who is submitting the data through attached xls sheet in respect to their School/Center/Department/Section/Unit/Cell etc. The employee contact details above the section officer or equivalent will be published on JNU website.
3. Send duly filled xls sheet at email id [teldir@jnu.ac.in](mailto:teldir@jnu.ac.in) on regular basis.
4. Please ensure details of telephone directory of your school/centre/department are up-to-date.
5. For more details please visit the page <https://www.jnu.ac.in/intranet/intra-cis>

  
DEPUTY REGISTRAR  
ADMINISTRATION

Circulation:

1. All concerned
2. Director CIS – with the request to display the above circular in Eoffice and circulate through email

