

## PROFILE



<b>Name</b>	Mrs. S. JAYALAKSHMI
<b>Designation</b>	Lab Assistant
<b>Qualification</b>	B.A
<b>Age &amp; DOB</b>	48 & 30.04.1968
<b>Date of joining in govt service</b>	07.10.2009
<b>Date of Retirement</b>	30.04.2026
<b>Date of Promotion</b>	-
<b>Works Assigned</b>	<ul style="list-style-type: none"><li>❖ Convocation Work &amp; A/C</li><li>❖ Endowment Work</li><li>❖ All Ph.D Work</li><li>❖ Issue of Degree Certificate</li><li>❖ All A/c Cheque Memo &amp; Cheque Preparation</li><li>❖ COP A/c</li><li>❖ SF A/c</li><li>❖ Hostel Mess A/c</li><li>❖ Hostel CD A/c</li><li>❖ Endowment A/c (Aided &amp;SF)</li></ul>

