मोलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولاتا آزاد تیشنل اُردویو نیورگی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)



Finance & Accounts Section

No. MANUU/F&A/2023-24/939

15th September 2023

CIRCULAR

Sub: Submission of Attendance for Guest Faculty & Contractual Staff

It has been observed that some of the Departments / Sections / Centres are not submitting monthly attendance of Guest Faculty and Contractual Staff in time, due to which payments of salaries are delayed.

All the HoDs / Section Heads / Incharges are requested to submit the monthly attendance of Guest Faculty & Contractual Staff in the afternoon (preferably before 1.30 pm) of last working day of month itself to the Salary Section by email: financebas@manuu.edu.in. to process and release the salaries to the Contractual staff in time.

Dy. REGISTRAR (F & A)

519127

To

All HoDs / Section Heads / Incharges

Copy to:

- 1. Office of Hon'ble Vice Chancellor
- 2. Office of the Registrar
- 3. Office of the OSD-1
- 4. Office of the OSD II
- 5. The Finance Officer
- 6. The Director, CIT with a request to upload the circular in MANUU website.

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