

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A central university established by an Act of Parliament)  
Hyderabad - 500 032



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Finance Officer

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No. MANUU/F&A/2016-17/578

17<sup>th</sup> March, 2017

**CIRCULAR**

This is in continuation of the Circular No. MANUU/F&A/2016-17/440 dated 10.02.2017 and No. MANUU/F&A/2016-17/498 dated 01.03.2017 requesting all Faculty / Officials of the university to submit their pending claims for payment by 1<sup>st</sup> week of March, 2017. It has been observed that some of the claims like building rents and honorarium to Part Time Academic Counsellors are being received now which are as old as 6-8 months and almost no time is left for submitting updated bills upto February, 2017 for payment. It is reiterated that liabilities of the current financial year upto February, 2017 must be settled in this financial year only and may not be carried forward to the next financial year / Plan.

It is, therefore, requested that all pending claims including payments of the Part Time Academic Counsellors and rent for the buildings of the Satellite campuses / CTEs etc. upto the month of February, 2017 may be submitted to the F&A branch by 22.03.2017, after due approval of the competent authority.

  
Finance Officer

To  
All Teaching and Non-teaching employees of MANUU

Copy to: 1) Secretary to Hon'ble Vice Chancellor  
2) Pro-Vice Chancellor