

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A central university established by an Act of Parliament)
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MANUU/F&A/2017-18/Misc/ 190

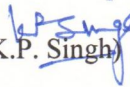
29.05.2017

CIRCULAR

This is for the information of all concerned that the payment of monthly salary to the contractual / daily wage employees generally gets delayed due to late receipt of their attendance. The Heads of the Departments/Sections/Centres at the Headquarters and Off-Campus Institutions/Offices are requested to send the attendance of contractual / daily wage employees working in their institutions/offices on the last working day of the month or within the two working days of the next month at attendance.manuu@gmail.com to enable the F&A to release their wages promptly.

The salary of such contractual / daily wage employees, whose attendance is received after two working days, will be released on 15th of that month. Further, the salary of such employees whose attendance is received after 15th of a month, will be released in the next month only.

This may kindly be noted by all concerned.


(K.P. Singh)

To

- 1) All Heads of the Departments / Sections / Centres (HQs)
- 2) All Heads of Institutions / Offices (Off-Campuses)
- 3) Dean, Off-Campuses
- 4) Joint Director, CIT – For uploading on university website.

Copy to: 1. Offices of the Vice Chancellor /PVC/Registrar
2. Concerned file