

مولاانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

(Finance & Accounts section)

Mohd. Jamaluddin Khan
Deputy Registrar (F&A)



No.MANUU/F&A/2017-18/200

Dt: 01-06-2017

CIRCULAR

Sub: Forwarding of Monthly Attendance of Regular employees - Reg.

It has been noticed that HODs/Section Heads are sending the hard copy of monthly attendance of regular employees to Finance & Accounts Section by post/by hand which is a time taking and costly exercise.

Therefore, all are requested to send the monthly attendance for Regular employee through mail to the email id attendance1regular@gmail.com between 21st to 25th of every month. Hard copy of attendance will not be accepted.

All the RCS/SRC/CTE/Poly/MS may also ensure that the **monthly attendance reaches the Finance & Accounts branch through mail only** from this month onwards.

Deputy Registrar

To
All HODs/Section Heads/RCS/SRC/CTE/Poly/MS

- Copy to:
- 1.PS to VC
 - 2.PA to PVC
 - 3.PA to Registrar
 4. Salary Section, F&A
 - 5.I./c Director CIT MANUU for uploading on website.
 - 6.Concerned file

Gachibowli, Hyderabad – 500 032, A.P. India

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