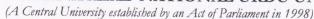
मोलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد प्रांची है । विवासिटी





(Accredited "A" Grade by NAAC) (Finance & Accounts section)

Mohd.Jamaluddin Khan Deputy Registrar (FLA)

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