

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



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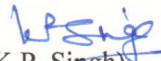
**By Hand / E-mail**

MANUU/F&A/2017-18/201

02.06.2017

**CIRCULAR**

In partial modification of the Circular No. MANUU/F&A/2017-18/Misc/190 dated 29.05.2017, all Head of the Departments / Sections / Centres at the headquarters and Off Campuses are requested to send the attendance details of the contractual / daily wage employees by 7<sup>th</sup> of every month positively, in case of them being on leave / tour on 1<sup>st</sup> and 2<sup>nd</sup> of that month. This will enable the F&A section to release the salary / wages of the contractual / daily wage employees by 10<sup>th</sup> of every month.

  
(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.