

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



**Dr. K.P. Singh**  
Finance Officer

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By Hand / E-mail

No. MANUU/F&A/2016-17 /445

15<sup>th</sup> February, 2017

Dear Sir / Madam,


Kindly refer to the discussions in the meeting held in my chamber on 01.02.2017 regarding settlement of advances pending with the faculty / officers under your Directorate / School / Cell / Branch. I appreciate the efforts made by your good offices to facilitate settlement of advances. However, a good number of advances still remain unsettled. Salary of some of the faculty / officers for the month of January, 2017 has already been withheld and withholding of salary for the month of February, 2017 onwards is not ruled out in some more cases, if the pace of settlement of advances is not accelerated. Some of the faculty / officers have reported to the F&A Branch over phone that the advances were availed by their predecessors who have since been transferred and that they are finding it difficult to locate vouchers / bills. In such cases, I shall request you to kindly advise the faculty / officers who availed advances and are now transferred, to help their successors in settlement of advances, even if it involves a visit to their previous office. In some cases, it has been reported that all vouchers / bills were submitted to the controlling / coordinating office well in time and are pending with them. You, therefore, need to expedite submission of such vouchers / bills to the F&A Branch.

I also take this opportunity to request you not to approach F&A Branch for any advance after 10<sup>th</sup> March, 2017 and, as a matter of financial prudence, all advances, even if availed on 10<sup>th</sup> March, 2017, will have to be settled before 31.03.2017.

In view of the above, I seek your personal involvement in this endeavour.

With kind regards and best wishes.

Yours faithfully,

  
(K.P. Singh)

To

- 1) Prof. K.R. Iqbal Ahmed, Director, DDE
- 2) Prof. Fatima Begum, Dean, School of Edn. & Trg.
- 3) Prof. S.M. Rahmatullah, Dean, Off Campuses
- 4) Prof. Mohd. Shahid, Controller of Examination

Copy to:

- 1) Secretary to Hon'ble Vice Chancellor
- 2) Pro-Vice Chancellor
- ✓ 3) Director, CIT with request to upload on the university website.