



Prof. Mohid Shahid  
Finance Officer I/c

No. MANUU/F&A/SO/ 2015-16/165

2<sup>nd</sup> September 2016

**CIRCULAR**

Sub : Settlement of pending Advances - Reg  
Ref : Letter of MANUU/F&A/2016-17/NP/147 dated 16<sup>th</sup> Aug 2016

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This is in continuation to the individual letters issued to the staff members vide reference as cited above.

In view of the consent of the Competent Authority, salary of the month of August 2016 has been released as usual, subject to the settlement of pending advances by the employees during September 2016 itself.

Hence, all the employees, who were issued individual letters for settlement of advances and who have not settled advances till date, are hereby requested to submit and settle the pending advances on or before **20<sup>th</sup> September 2016**.

Settlement of advances should be submitted to **F&A Section** through the **Registrar** on or before 20<sup>th</sup> Sept 2016, failing which outstanding amount (along with penal interest) shall be recovered from the salary of September 2016 onwards till full recovery of the advances.

Those who have submitted / Settled the Advances may kindly ignore this.

  
Finance Officer I/c

All the Deans of Schools  
The Director, DDE  
All the Heads of the Departments  
All the Section Heads of Non-Teaching Sections  
The Principals of Polytechnic / IITs / Model Schools  
All the Regional Directors of RCs / SRCs

for Circulation among the regular  
Staff members