



**ADMINISTRATION-SECTION/प्रशासनअनुभाग**

सं/No. MANUU/Admn./F.63/2024-25/309

दिनांक/Date:04<sup>th</sup> March,2025

**CIRCULAR/ परिपत्र**

**Sub/विषय:** *Administration Section - Remittance the interest accrued of Imprest amount and disposing of the News papers etc. -Reg.*

**Ref/संदर्भ:** *Approval of the Competent Authority dated: 04.03.2025*

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All the Heads/In-charge of Schools, Departments, Centres, (both at Headquarters and Off Campuses) are requested for remittance of interest accrued from the imprest amount. Also, all the Heads/Incharge of Off Campus units i.e. RCs, SRCs, ITIs, Polytechnics, Model Schools, Satellite Campuses etc. are requested for immediate disposal of news papers, journals, magazines, etc. The remittances of interest and sale proceeds of the said disposal shall be made as detailed below:-

Particulars	Name of the University units	Amount to be deposited/transferred in the University Bank Accounts at its HQs (IOB)
Interest credit against the imprest amount	All the Schools, Departments, Centres, Sections, ITIs, Polytechnics, Model School at headquarters at Hyderabad	187901000000001
Interest credit against the imprest amount and sale proceeds of news papers, journals, magazine etc.	All the Heads/Incharge of the Off-Campus units (other than RCs, & SRCs)	187901000000001
	CDOE and all the RCs and SRCs	187901000000022

The timely remittances is necessary for accounting purpose. Hence, compliance of the same shall be intimated to the Administration Section and F&A Section latest by **15<sup>th</sup> March, 2025**.

सहायक कुलसचिव /Asst. Registrar  
In-charge, Administration Section  
प्रभारी, प्रशासन अनुभाग

To

All Dean of Schools of Studies  
All Directors of the Centers and Directorate  
All Heads of Departments (Teaching)  
All Section Heads / Incharge (Non-Teaching)  
All Heads / Incharge of Regional Centres, Sub-Centres,  
CTEs/Polytechnics/ITIs, Model Schools, Satellite Campuses etc.

प्रतिलिपि/Copy to:

- 1) Finance Officer
- 2) Director, CIT- for uploading on MANUU Website
- 3) Concerned file