

Dr. Shehbaz Ahmed

Finance Officer

No. MANUU/F&A – S&PC/2025-26/ 64

13th January 2026

CIRCULAR

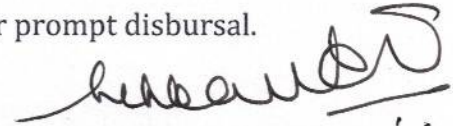
Sub: Request for mentioning of Employee ID and Bank Account
Details in all TA, DA, LTC etc Claims - Reg

As you are aware there are similar names and also names with minor differences do exist in staff data. Due to this F & A Section is facing problems while processing TA, DA, LTC, EL Encashments, Medical Reimbursement claims etc.,

In view of streamlining of the online payment transfers in a smooth manner, the following may kindly be strictly adhered by all staff members while submitting their different claims viz. TA, DA, LTC, EL Encashments, Medical Reimbursements etc.,

- Employee ID** number should be quoted in Direct Bills, TA, DA, LTC, Medical Reimbursement and EL Encashments Claims etc.,
- Name of beneficiary, Bank account number, IFS Code, branch name etc., details should be invariably mentioned in Direct bill / Claims and it should be **Salary Bank Account** only

Thanking you and soliciting your cooperation for prompt disbursal.



Dr. Shehbaz Ahmed
FINANCE OFFICER

13/1/26

K. S. S. 13/1/2026

To
All the Deans of Faculties
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Directors / Principals of Institutes Colleges / Centres / CDOE / Polytechnics
Officers / In-charges of Sections / Cells
Director, CIT with a request to upload on the University website.

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