

Dr. Shehbaz Ahmed
Finance Officer

No. MANUU/F&A/2025-26/

2nd March 2026

C I R C U L A R

Sub : Submission of Attendance of Guest Faculty / Contractual Staff (Both Teaching and Non-Teaching)

Please refer our circulars dated 7th Nov 2024, 15th Oct 2025 and 30th Oct 2025, wherein it was requested to submit attendance of Guest Faculty / Contractual Staff (Both Teaching and Non-Teaching) by last working day of the month.

It has been observed that monthly attendance was not received from some of the Offices in time, F & A Section is facing issues while preparation and processing of salaries to Guest Faculty & Contractual staff and due to this disbursement of salaries are delayed.

In view of the above, attendance of Guest Faculty / Contractual Staff (Both Teaching and Non-Teaching) may be submitted by 25th of current month (in case 25th being holiday – next working day) for the period :

26th of previous month to 25th of current month

All the Deans / Principals / HoDs, / Section Heads etc., are requested to submit monthly attendance of Guest Faculty / Contractual staff (both Teaching & Non-Teaching) by 25th of current month to finance.bas@manuu.edu.in. This may kindly be followed strictly, so that monthly salary may be disbursed to Guest Faculty / Contractual staff in time.

This is issued with approval of the Competent Authority.

Thanking you and soliciting your cooperation.



Dr. Shehbaz Ahmed
FINANCE OFFICER

02/3/26 *R. P. Khan*

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

Copy to

1. Secretary to the Hon'ble Vice Chancellor
2. Peshi of the Registrar
3. Peshi of the Controller of Examinations