

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



Dr. K.P. Singh  
Finance Officer

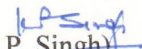
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No. MANUU/F&A/Policy/2017-18/ 659

20.02.2018

**CIRCULAR**

It has been observed that all particulars of the bill for payment are not being filled up properly by many drawers, mainly the particulars with regard to budget details and Counter Signature are being left blank. All such files are being returned by the F&A office to the drawers which is resulting in delay of payments. As requested vide circular No. MANUU/F&A/Policy/2017-18/567 dated 22.12.2017, the drawer of the bill must fill up all the particulars in the bill, including his name and designation along with date. The drawer of the bill will not be below the rank of Section Officer and will get the bill countersigned by the Head of the department. If the drawer of the bill is HoD himself, he is not required to get it countersigned from the Dean of School and may directly submit the files for approval for payment. The HoD, while countersigning the bill, will also ensure that the drawer of the bill has filled up all relevant particulars and no columns have been left blank. He must also invariably put his stamp below his signature. Whenever a centralized budget has been made available, the bill will be countersigned by the HoD of the Coordinating section. All faculty / officials of the university are requested to kindly take note of it and cooperate with F&A to avoid delay in payments. The F&A will not entertain any incomplete bill for payment and in case of incomplete bill, the responsibility for delay for payment will lie with the drawer only.

  
(K.P. Singh)

To

- 1) All Deans / Directors / HoDs / Section Heads
- 2) All Heads of the Institutions / Offices (Satellite Campuses)
- 3) Director, CIT – for uploading on university website, please.

Copy to: 1) Secretary to Hon'ble Vice Chancellor  
2) Pro-Vice Chancellor  
3) Registrar