

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
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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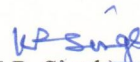
No. MANUU/F&A/Policy/2017-18/661

21.02.2018

Dear Sir / Madam,

As you are kindly aware that the financial year will end in about a month from now and a large number of bills are yet to be received for payment. As Head of the Coordinating section, you are required to sensitize all your colleagues at the main campus as well as the satellite campuses to submit their bills for payment well in time. I shall, therefore, request you to ask officials / faculty concerned to submit their bills for payment to F&A at the earliest. Budget under all heads i.e. Recurring and Non-Recurring is available for making all payments within the allocation made to different offices. It may please be ensured that all payments like wages for the Contractual / Outsourcing staff, building rents, electricity, water & telephone bills and contingent expenditure, which are payable during the current financial year, must be submitted to the F&A office, after approval of the competent authority, for payments latest by 16.03.2018. As such, no liability of the current financial year should be carried forward to the next financial year.

Looking forward to your kind cooperation.


(K.P. Singh)

- 1) Dean, Satellite Campuses, MANUU
- 2) Head, Procurement, MANUU
- 3) Dean, School of Education & Training, MANUU
- 4) Controller of Examinations, MANUU
- 5) Director, DDE, MANUU
- 6) Joint Registrar (Estate), MANUU
- 7) Executive Engineer, MANUU

- Copy to: 1) Secretary to Hon'ble Vice Chancellor
2) Pro-Vice Chancellor
3) Registrar
4) Director, CIT with a request to upload on university website.