



No.MANUU/ER-I(B)/F.110/2020-21/898  
24<sup>th</sup> December, 2020

## CIRCULAR

It is notified that the Ministry of Finance, Department of Expenditure vide letter No.F.21/3/2020-E.II(B) dated 01.12.2020 had clarified regarding admissibility of Transport Allowance during Nation-Wide Lockdown due to COVID-19 pandemic.

As per the directions of Ministry of Finance, Transport Allowance is granted to Central Government Employees to compensate them for the cost incurred on account of commuting between residence and office. The Central Government employees, who could not attend office and worked from home in a whole calendar month during Lockdown period, are not eligible to draw Transport Allowance for that month as these employees had not incurred any expenditure for commuting office.

Further, Physically disabled employees and pregnant women employees who were exempted to attend office and where directed to work from home during exemption period are not eligible to draw Transport Allowance during exemption period as these employees had not incurred any expenditure for commuting office.

As such, as directed by the Ministry of Finance, all the Heads of the Teaching & Non-Teaching Departments / Sections / Principals of CTE's / Principals of Polytechnics & ITI's / Incharge Satellite Campus / Regional Centres / Sub-Regional Centres / Principal of Model Schools are hereby requested to kindly furnish the details of Attendance of respective Teaching faculty members and Non-Teaching Staff members in the enclosed format along with the copies of Attendance sheet from 1<sup>st</sup> April, 2020 to 31<sup>st</sup> December, 2020 to ER-I Section & ER-II Sections respectively latest by 5<sup>th</sup> January, 2021.

  
Registrar I/c.

**Copy to:**

1. All Deans of Schools of Studies
2. All Heads/ Incharge of Departments / Centers / CTEs / Polytechnics / ITIs / Model Schools / Regional Centres / Sub-Regional Centres / Satellite Campuses of MANUU
3. Assistant Registrar (ER-II Section)
4. All the Head of Sections (Non-Teaching)
5. Office of the V.C. / Registrar / Finance Officer / Librarian / Controller of Examinations
6. University website
7. Concerned file / Guard file

**Gachibowli, Hyderabad - 500 032, T.S. India**

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EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in

## Format for Attendance

Name of the Department/Centre /Polytechnic /CTE/RC/SRC/Model School/Section, etc: .....

Attendance for the Month: .....

Sl. No.	ID No.	Name of the Employee	Designation	Total No. of working days in particular month	No. of days worked from home	No. of days attended office physically	If physically present, give brief details of works attended/duties performed

Date:

Encl: Attendance Register copy.

Signature with seal of the  
Head of the Institution/Department/Section