

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

Phone : 040-23000084  
Fax : 040-23008379  
E-mail : fo@manuu.ac.in

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08 .12.2017

**CIRCULAR**

The Hon'ble Vice Chancellor chaired a meeting of the Deans, HoDs and Section Heads on 05.12.2017 to discuss the issues related to the ensuing admission process. The issues related with the finances of the university also came up for discussion. With regard to the finances, following decisions were taken in the meeting.

- i) All Faculty and Officials of the university for whom allocation of maintenance budget has been made, will maintain a Budget Control Register and will personally monitor the same.
- ii) Austerity measures will be observed while incurring expenditure.
- iii) Expenditure will be incurred towards such Heads only, for which allocation has been made.
- iv) The ceiling of allocation, as fixed by F&A with the approval of the competent authority, will be respected by all Faculty and Officers. Any over-expenditure will be the sole responsibility of the Faculty / Officers concerned and the F&A will not honour any bills which are in excess of allocation
- v) Any Faculty / Officer will not move file for approval of expenditure by the competent authority unless budget provision has already been made for such expenditure.
- vi) All expenditure made / to be made and all committed liabilities for the current year will be claimed before 31.03.2018 and no liability, supposed to be met in the current financial year, will be carried forward for the next financial year.

- vii) If any department / Faculty / Official is unable to incur expenditure as per the budget allocation, the same may be intimated to the F&A in the month of February itself so that the surplus funds are made available to other needy departments / Faculty / Officials. F&A will also, suo moto, reallocate the budget from the Deptts./ Faculty / Officers having surplus funds to the needy Deptts./ Faculty / Officers towards February end.
- viii) All columns / entries in the Direct bill will be filled up by the Drawer of the bill. The Drawer of the bill will invariably give the details of the allocation and expenditure incurred so far, to enable the F&A to process the bill for payment expeditiously. The incomplete Direct Bills will not be admitted by the F&A and case of incomplete bill, the Drawer of the bill will be responsible for delay, if any.
- ix) No Faculty / Official will be granted any advance in the month of March, 2018 and all advances drawn by the Faculty / Officials in the month of February, 2018 will be invariably settled before 31<sup>st</sup> March, 2018.
- x) Drawer of the bill must be a university employee only and must sign the Direct Bill along with his / her name and designation. In case of payment to a third party, the details will be provided under the column 'Recipient' along with the bank details.
- xi) While settling the advance, the Faculty / Official will remit the unspent balance, if any, in the relevant bank account only. The relevant account number is mentioned in the file, on which the advance has been processed. The advance will not be settled until and unless the unspent balance, if any, is remitted in the relevant bank account.
- xii) As a number of Conferences / Seminars have been planned during the current financial year, it was decided that no "Invited Lectures" will be arranged henceforth, during the current financial year. However, if any distinguished personality is locally available, the Deptts. will be free to make use of their expertise and pay them admissible honorarium and a moderate hospitality.

  
(K.P. Singh)

To

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

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