

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



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Finance Officer

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CIRCULAR

On the proposals of different Coordinating / Controlling sections and upon approval of the competent authority, a number of payments are being made by the Finance & Accounts branch to the Satellite Campuses / RCs and SRCs frequently. A number of recipients have brought to the knowledge of the F&A that many times, they are not aware of the purpose for which the money had been transferred to them. For the sake of clarity and for proper utilization of funds and better maintenance of records, it has been decided with the approval of the competent authority that the Coordinating / Controlling sections will intimate, preferably by mail, the purpose of all payments to the recipients as soon as the file is received by them from the F&A division.

K.P. Singh
Finance Officer

To

- 1) All Dean of Schools
- 2) All Head of Departments / Sections
- 3) Dean, Satellite Campuses
- 4) All CTEs/RCs/SRCs/Polytechnics/ITIs/Model Schools
- 5) Director, CIT with a request to upload the Circular on the university website.

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