

No. MANUU/ER-II/ EF.282/2019-20/304

08 June 2020

ADDENDUM

Sub : Sanction of Dress Allowance to the eligible Non- Teaching employees – Seeking under taking and certificate from the Head concerned – Reg.

Ref : 1) University office order No.MANUU/ER-II/EF.282/2019-20/2253, dated 23rd March 2020.

2) Note sheet of the Finance & Accounts Section dated 03.06.2020.

3) Approval of the Vice-Chancellor I/c dated 05.06.2020.

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In continuation to this University office Order No.MANUU/ER-II/EF.282/2019-20/2253, dated 23rd March 2020 on the subject and to release of arrears is subject to submission of an undertaking with a certificate from the concerned Heads/ Incharges that "The employee had worn the Uniform during the period covered under statement of attendance i.e., 2017 and 2018".

2. Therefore, all the eligible Non-teaching employees are hereby directed to submit an undertaking duly certified by the concerned Heads/ Incharges to the Finance & Accounts Section on or before **15th June 2020** for further necessary action.


Asst. Registrar
ER-II



Copy to:

1. Offices of the VC/ Registrar / F.O
2. F & A Section
3. All Heads of Schools/ Departments/ Centers/ Institutes/ Sections etc.
4. Director, CIT for uploading on the University website.
5. Concerned file.



UNDERTAKING

I _____ Designation _____
Department/ Section/ Centre _____ is hereby
undertake that I had worn the Uniform during the period covered under statement of
attendance i.e., 2017 and 2018.

Signature: _____

Certificate from the Head with stamp