



**ADMINISTRATION - SECTION/ प्रशासन अनुभाग**

सं./No. MANUU/Admn./F.110/2024-25/199

11<sup>th</sup> March, 2024

**CIRCULAR/परिपत्र**

**विषय/Sub:** MANUU – Administration – Office Timings during the Holy month of Ramzan - Reg.

**संदर्भ/Ref:** Approval of Vice- Chancellor dated: 11.03.2024

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The office timings during the month of Holy Ramzan 2024 would be from **8.30 am to 4.30 pm (Monday to Friday)**. As per previous practice these office timings are only for the month of Holy Ramzan.

The Heads of the Department /Section (Teaching and Non-Teaching) shall ensure that their staff shall adhere to the regular office timings as mentioned above and maintain punctuality.

# By Order #

**JOINT REGISTRAR**

संयुक्त कुलसचिव

To

All Dean of School of Studies  
All Directors of the Centres and Directorate  
All Head of Departments (Teaching)  
All Section Heads / Incharge (Non-Teaching)  
All Heads / Incharge of Regional Centres, Sub-Centres,  
CTEs/Polytechnics/ITIs, Model Schools, Satellite Campuses etc.

To please note the same  
and bring to the notice of  
their staff

**प्रतिलिपि/Copy to:**

1. Office of the Vice-Chancellor/Registrar/ OSD-I,OSD-II
2. Finance Officer /COE/ Director DDE
3. Director, CIT for uploading on University Website
4. Concerned file

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