

No. MANUU/F&A/2023-24/939

15<sup>th</sup> September 2023

**C I R C U L A R**

Sub : Submission of Attendance for Guest Faculty & Contractual Staff

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It has been observed that some of the Departments / Sections / Centres are not submitting monthly attendance of Guest Faculty and Contractual Staff in time, due to which payments of salaries are delayed.

All the HoDs / Section Heads / Incharges are requested to submit the monthly attendance of Guest Faculty & Contractual Staff in the afternoon (preferably before 1.30 pm) of last working day of month itself to the Salary Section by email : [financebas@manuu.edu.in](mailto:financebas@manuu.edu.in). to process and release the salaries to the Contractual staff in time.

  
Dy. REGISTRAR (F & A)  
15/9/23

To

All HoDs / Section Heads / Incharges

Copy to :

1. Office of Hon'ble Vice Chancellor
2. Office of the Registrar
3. Office of the OSD-1
4. Office of the OSD II
5. The Finance Officer
6. The Director, CIT with a request to upload the circular in MANUU website.