

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

(ADMINISTRATION-SECTION/प्रशासन अनुभाग)



सं./No.MANUU/Admin/F.110/2021-22/57

दिनांक/Dated: 11 March, 2022

**CIRCULAR/परिपत्र**

It is noticed that the Teaching and Non-Teaching staff members are not coming to the Departments/Offices in time. Therefore, all the staff members are instructed to strictly comply to the office timings i.e. 9.00 am to 5.30 pm.

The Heads/In-charge of the Departments/Centres/Sections/offices of the HQ's and Off Campuses (Teaching & Non-Teaching) shall ensure that their staff members should strictly adhere to the Office timings.

REGISTRAR

कुलसचिव

**To**

All the Deans /Directors, Schools of Studies & Institutions  
All the Heads/In-charge of Departments (Teaching)  
All Sections Heads / In-charge (Non-Teaching)  
All Heads / In-charge of RCs/ SRCs /CTEs/, ITI s  
Polytechnics, Model Schools, Satellite campuses etc.

*To please to note the same and  
bring to the notice of their Staff  
& Student*

**Copy to/ प्रतिलिपि :**

- 1) Vice-Chancellor's office / PVC/Registrar office
- 2) Finance & Account Section
- 3) Director, DDE
- 4) Director, CIT- for uploading on University Website
- 5) Concerned file

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