

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



No. MANUU/Admn./F.63/2018-19/ 688

October, 2018

ORDERS

Sub: Administration Section - Enhancement of ceiling of contingent expenditure - Orders--Reg.

Ref: 1. MANUU/Admn.III/F.42/2009-10/2804 dated:11.01.2010

2. Vice- Chancellor's approval dated: 01.10.2018

The Competent Authority is pleased to enhance the ceiling of contingent expenditure as follows:

S.No	Name of the Departments/Offices	Enhancement of ceiling for single expenditure of imprest.
1	All the Departments/Sections/Offices/Centers and other institution of the Headquarters at Hyderabad	Rs.500/- to Rs.1000/-
2	All the Off Campuses i.e/ RCs/ SRCs / CTEs / ITI/ Polytechnics/Model Schools/Satellite campuses and other colleges of the University.	Rs.1,000/- to Rs.2000/-

All the Heads/In-charge of the Departments/ Sections/ Offices of the HQs and Off Campuses are requested to follow the guideline for imprest. However, Prior approval is required to incur expenditure of over and above the limit (at a time) with justification and GFR.


Registrar

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.

With a request to note the same and bring to the notice of their dealing Staff

Copy to:

- 1) Office of Vice-Chancellor/PVC/Registrar/F.O
- 2) Director DDE
- 3) Internal Audit Cell
- 4) The Director, CIT- for uploading on MANUU Website
- 5) Concerned file

Pro / Hindi cell.

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