



No.MANUU/ ER-I(B)/F.110/2016-17/743

11th August, 2016

C I R C U L A R

Sub: MANUU – ER-I Section – Appointment of HOD/Incharge before the retirement of the outgoing official – Reg.

Ref: Vice-Chancellor's approval dated 26.07.2016.

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It has come to the notice of the competent authority that the advances drawn by the officials (Incharge of Section / Department / Regional Centre / CTE's / Polytechnics) are not being settled even on the day of their retirement.

As such, it has been decided that a new incumbent will be appointed in 3 month advance in place of the outgoing official / incumbent due for retirement and advance will be sanctioned to new incumbent to avoid last minute hard ship to the retiring official.

Further, the official who is due for retirement shall ensure that all the advances pending against him/her, shall be settled prior to the date of retirement so as to receive the retirement benefits on time.


Registrar

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2. Finance and Accounts Section
3. Director, CIT → for uploading the information on the website
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