



No. MANUU/ER-I(B)/F.110/2019-20/R-21

28 August, 2019

OFFICE ORDERS

Sub: Submission of attendance for Contractual (Teaching / Non-Teaching) and daily wage employees – Reg.

...

In continuation to the earlier orders issued by the University, it is hereby informed to all Directors / Principals / HoDs / Section Heads that Certified Biometric Attendance Report for contractual staff Teaching and Non – Teaching / Daily Wages may be sent to Salary Section (F&A Division) on 30th / 31st of every month by mail for the period from 1st to 30th / 31st of same month to release the salary as per attendance marked by individuals. Leave, if any, availed by them may be indicated properly.

Email Id: timeoffice.er1@manuu.edu.in
timeoffice.er2@manuu.edu.in
financebas@manuu.edu.in

The salary of Guest Faculty / Contractual Staff / Daily Wages Staff will be released strictly as per biometric attendance.


Registrar

Copy to:

1. All Deans of Schools / Heads of Departments / Directorate of Centres / Director, DDE / Regional Directors / Assistant Regional Directors / Principals of CTEs / Polytechnics / it is / Model Schools/ In-charge of Lucknow and Budgam Campuses
2. Deputy Registrar (ER-I) / Assistant Registrar (ER-II)
3. Dean (STC), Jt. Dean (Academics), Director (IQAC), Director (Admissions), DSW, Proctor, Controller of Examinations
4. Section Heads/JRs/DRs/ARs
5. Office of the Vice Chancellor / Pro-Vice Chancellor / Registrar / F.O / Librarian
6. Director, CIT - *for uploading on University website*