



**Estate & Transport Section**

No.MANUU/Estate/F.No.125/2016/ 512

12<sup>th</sup> August 2016

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

**Sub:- MANUU-Estate-payment of building rent and utility charges – reg.**

**Ref:- 1) MANUU/F&A/2016-17/38, dated 04-05-2016**

**2) MANUU/F&A/2016-17/37, dated 04-05-2016.**

**3) Vice Chancellor's approval dated 11-08-2016.**

I take this opportunity to bring to your kind information that in accordance with the circular referred 1 above, Estate & Transport Section shall, hereinafter, raise a monthly scheme/grant wise consolidated bill (as per Lease/Rent agreements) for payment of building rent and forward the same, after approval of the Registrar, to F&A Section for process and release of payment. F&A will electronically transfer the funds to the designated bank account of the owner of the building. You are required to furnish the **name of the Landlord/Owner of the building, bank account and details including IFSC code of the bank, copy of the PAN card**, etc. to Estate & Transport Section.

Estate & Transport Section can process the bill only when you submit the stamped receipts of preceding month from the owner of the building. You are also required to furnish a certificate to the Estate & Transport Section as prescribed in the said circular.

The above mentioned documents should reach Estate & Transport Section regularly latest by 20<sup>th</sup> of every month so that the bill can be preferred at the earliest failing which rent will be processed with the next month consolidated bill subject to receiving the required documents in order.

I also invite your kind attention to the Notification referred 2 above. In accordance with the said notification, you are hereby requested to incur expenditure towards water, electricity and telephone from the budget allocated to you under "Utility Charges". Hereinafter Estate & Transport Section will not be in a position to process such bills as the budget for this expenditure is not allocated to this section.

Copy to:

1. P.S. to Vice Chancellor
2. P.A. to Registrar
3. Joint Registrar, OCC
4. A&G
5. CIT with a request to upload on the University website.

  
Joint Registrar



Gachibowli, Hyderabad – 500 032, Telangana India

Tel: +91(040) 2300-8440, 23006607, EPABX: 040 23006612/13/14/14 Ext. 103

Fax: 040-23006607, Website: manuu.ac.in