

مولانا آزاد نیشنل اردو یونیورسٹی

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MAULANA AZAD NATIONAL URDU UNIVERSITY

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

(Accredited "A" Grade by NAAC)

ADMINISTRATION & GOVERNANCE- SECTION



No. MANUU/Admn&Gov./F.64/2016-17/241

Dated: 05.10.2016

CIRCULAR

Sub: MANUU - Administration & Governance Section - Opening of Bank Accounts and Creation of Database of Bank Accounts- Reg.

Ref: Approval of the Registrar Dated 04.10.2016.

Approval is hereby accorded to all the Departments/ Sections/ Offices / Centres / Institutions etc. of the HQs and off campuses to open a saving bank account in Indian Overseas Bank, MANUU Campus and in any nationalized bank respectively, in the name of the Head/ In-charge, who are not having bank accounts for receiving the funds in the form of imprest/ Utility Charges or advances for official purposes.

The initial deposit for opening of the account may be met from Imprest/ Contingencies.

The Head/ In-charge of the Departments/ Sections/Offices /Centres/ Institutions etc. will operate the account and shall maintain records like Cash Book, Bank Reconciliation statement etc. pertaining to the account as per rules. The accounts shall be rendered to Finance and Accounts Section on quarterly basis i.e. before 5th of the following month of every quarter of the financial year. The interest earned on these accounts shall be transferred to Finance and Accounts Section periodically.

Further, for the purpose of creating a database of bank accounts i.e. name of the Bank, Bank Branch and Branch Code, Account Number, IFSC Code, MICR Code, name of the Account holder (by designation), name of the Institutions etc. of the University, all are requested to send the bank details to the Administration and Governance Section immediately


Asst.Registrar

To

All the Deans of Schools of Studies
All the Heads of Departments (Teaching) / Centres / DDE
All Sections Heads / In-charge (Non-Teaching)
All Heads / In-charge of Regional Centres/ SRCs
CTEs, ITI / Polytechnics, Model Schools, etc.

Copy to:

1. Office of the Vice-Chancellor/Registrar/F.O
2. Director, CIT for University Website
3. Concerned file

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