OFFICE OF THE REGISTRAR
(ACCOUNTS SECTION)
A.M.U., ALIGARH
Dated: 28.09.2017

D. No. 349/Accts.

Deans of Faculties/Dean, Students Welfare.
Chairmen of the Department of Studies.
Directors/Coordinator of the Centres/Institutes/Units.
Head of the Offices/MIC/OSD.
Principal of the Colleges/Schools/Polytechnics.
Joint Registrars/Joint Finance Officers/Joint Controllers.
Deputy Registrars/Deputy Finance Officers/Deputy Controllers.
Assistant Registrars/Assistant Finance Officers/Assistant Controllers.
P.S. to Registrar/Finance Officer/Sr. P.A. to Controller.

CIRCULAR

Through various Circulars, the Government of India is insisting to promote Cashless transactions as much as possible, hence it has been decided by the Competent Authority that payment of T.A./D.A. to the External Examiners/Member of Board of Studies/Faculties and University Guest etc. will be made through Cheques/NEFT/RTGS after obtaining details of Bank Account alongwith T.A. bill from concerned Chairman.

Therefore, all the Chairmen/Head of the Offices are requested to send the T.A. bill/s, of External Examiners/Members of the Board of Studies/Faculties and University Guests etc. to the Accounts Section (Registrar's Office), as and when invitees visit the University for Official work with the following details:

Name of the Claimant: _______________________
Name of the Bank: _______________________
Branch: _______________________
Account No.: _______________________
IFSC Code of Bank: _______________________  

(Prof. Javaid Akhter)
Registrar