

For Wide Publicity

All Deans of Faculties/Dean, Students' Welfare,
All Chairmen of Department of Studies/All Heads of Offices, Proctor,
All Principals of Colleges/Schools, Directors of Centers/Institutes,
Member-in-Charge of Offices/Departments, Provosts of Halls of Residence/NRSC,
Assistant Registrar, VC/PVC's Secretariat for information of the VC/PVC,
P.S. to Registrar/F.O./COE&A, AMU, Aligarh.

C I R C U L A R

In consonance with technology adoption initiative of the University and assignment given by the Hon'ble Vice-Chancellor, the Aligarh Muslim University to the Website Committee and Finance & Accounts Department of the University, the Salary Slip to all concerned is made available on the employee login of the concerned employees at website of the Aligarh Muslim University www.amu.ac.in/emp. The procedure is as under:

1. Open web browser and type the URL www.amu.ac.in/emp.
2. Select Employee type (Teaching/Non-Teaching).
3. Input your Per-Id and password to login to your profile.
4. Click on the Salary Slip link on Dashboard.
5. Choose Year, Month & Salary Type and click proceed.
6. Press right click on the mouse and choose Print option to take the printout, if desired.

The pay slips may also be downloaded by logging in through the Profile Section on the website www.amu.ac.in.

The Deans of the Faculties/DSW/Proctor/Chairmen of the Departments/Principals of the Colleges & Schools/Directors of Centers/Institutes/Heads of the Offices/MICs/Provosts of Halls are requested to create the profiles of all the staff under their control; specially the newly appointed staff so that they may be able to download their Pay Slips from the website www.amu.ac.in using their Per-Id allotted by the Salary Section.

In the event of any problem, the same should be reported by emailing it to payslip.fo@amu.ac.in, mentioning the "Per-Id/online salary slip display issue" in the subject of email and specifying full details within the body of the email and attaching screenshots of error messages, if any.

Henceforth, the Salary Slips to the employees will not be provided by the Salary Section. The same can be printed by the users at their own end, if required, within 12 months period through the University website profile of the concerned.