



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND
(A Central University established by an Act of Parliament of India in 2009)

No. CUJ/FIN/Annual Accounts/2019-20/490

Dated: 18.11.2020

NOTICE

All Heads/Coordinators are hereby requested to comply with the following while forwarding/ putting-up the file for claim of monthly salary/stipend/fellowship of the staff engaged in project:

1. Covering letter mentioning the name of each staff engaged in the project and the claimed amount against each (month-wise).
2. Leave applications of staff is to be enclosed in file along with leave details separately.
3. Name of Coordinator/Head may be mentioned below the signature, wherever, is needed.

This is issued with the approval of Competent Authority.

FINANCE OFFICER (I/c)

Distribution:

1. All Project Investigators.

Copy for information and necessary action, if any, to:

1. All Deans of Schools.
2. All Heads/Coordinators of Departments.
3. Prof. I/c Academics/ I/c R&D/ I/c Purchase/ I/c Estates.
4. All DRs.
5. Technical Cell I/c for Univ. Website.
6. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer.
7. Concerned File & Guard File.

FINANCE OFFICER (I/c)