



मौलाना आजाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL-462003

(An Institute of National importance under Ministry of HRD, Govt. of India)

No. Estt/Misc/2020/208

Dated 04/09/2020

CIRCULAR

Subject: Proper authentication of documents submitted in connection with personal claims/official reimbursements.

Various documents from staff members are received by Administrative Sections for official purposes and personal claims, e.g. bills, receipts, applications, representations etc. It is observed that these documents are either not authenticated (e.g. receipts enclosed in support of personal claim like Child Education Allowance) by employees presenting such documents or every page of such document is not initialled and only the last page is signed.


For proper documentation, it has been decided that all concerned should sign and/or initial every page of the document submitted in connection with personal/official claims. All Administrative Sections may henceforth refer back such incomplete documents to concerned employees for compliance with above.

Authority: Director's approval dt. 02/09/2020


Registrar 4/9/2020

Copy to,

- (1) All Deans.
- (2) All HODs/Section Heads (for circulation among staff members under them).
- (3) Prof. Incharge, Institute website, to ensure upload of this Circular on Website.
- (4) PA to Registrar, for record.
- (5) PA to Director, for kind information of Director.


Registrar 4/9/2020