



मौलाना आजाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

Maulana Azad National Institute of Technology Bhopal – 462003

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

क्रमांक/ AIC-436

दिनांक: 23/04/2026

परिपत्र //Circular//

विषय: लेखा अनुभाग में मासिक घटना पत्रक प्रस्तुत करना।

Subject : Submission of monthly event sheet to the Accounts Section-reg.

उपरोक्त विषयके संदर्भ में, संस्थान के सभी संबंधित विभागों/केन्द्रों/अनुभागों के विभागाध्यक्षों/अध्यक्षों/प्रभारियों को सूचित किया जाता है कि विभागों के नियमित कर्मचारियों की मासिक घटना पत्रक समय पर प्राप्त नहीं हो रही है, जिसके कारण वेतन बिल तैयार करने में देरी हो रही है और अधिक भुगतान की संभावना बढ़ जाती है।

अतः, सभी संबंधित विभागाध्यक्षों/अध्यक्षों/अनुभाग प्रभारियों से अनुरोध है कि वे निर्धारित प्रारूप में मासिक घटना पत्रक **प्रत्येक माह की 15 तारीख** को या उससे पूर्व लेखा अनुभाग में जमा करना सुनिश्चित करें।

निर्धारित तिथि के पश्चात पत्रक प्राप्त होने की स्थिति में, संबंधित विभाग/अनुभाग के कर्मचारियों का वेतन नियमानुसार रोके/स्थगित किए जाने की कार्यवाही की जायेगी।

In reference to the above subject this is to inform all the concerned HoDs/HoCs/Chairmen/In-charges of the departments/centers/sections of the institute that the monthly event sheet of regular employees of the departments//centers/sections are not being received on time, which leads to delays in the preparation of salary bills and a probable chance of overpayments.

Therefore, it is requested of all the concerned HoDs/HoCs/Chairmen/Section In-charges to submit the monthly event sheet in the prescribed format to the Accounts section on or before the **15th of every month.**

If the sheet is received after the prescribed date, action may be taken to withhold/suspend the salary of the employees of the concerned department/section as per rules.

Enclosed: As stated above

[Signature]
23/04

कुलसचिव/Registrar

Copy to:

1. All Deans
2. All HoDs/Chairman, Centers for circulation amongst the employees
3. All Assistant Registrars/Deputy Registrars
4. All Section In-charges for circulation amongst the employees
5. PIC, Institute website, to ensure upload of this circular
6. PA to Registrar, for record
7. PA to Director, for kind information

[Signature]
23/04

कुलसचिव/Registrar

**Maulana Azad National Institute of Technology
Bhopal-462003**

MONTHLY EVENT SHEET			Dispatch No		
			Date		
Department Name:		Event Duration	From		
			To		
A. Details of Employees who have joined in the Department /Section in the Event Duration.					
Emp. Code	Name	Designation	Date of Joining	Remarks	
B. Details of Employees who have relieved in the Department /Section in the Event Duration.					
Emp. Code	Name	Designation	Date of Joining	Remarks	
C. Details of Employees who are on Extra Ordinary Leave (EOL)/ unauthorized Leave/ absence/ from the Department/ Section in the Event duration.					
Emp. Code	Name	Designation	Duration		Remarks if any
			From	To	

Note:-Please submit dully signed sheet to Accounts Section on or before 21st of every month

Prepared

Checked by

HoD/HoS Sign with Seal