All communications should be addressed To the Registrar by designation and not by name

Phone: 04144-238282

ANNAMALAI



UNIVERSITY

(Accredited with 'A' Grade by NAAC)

Office of the Registrar

Annamalai University

Annamalainagar-608 002

CRD/911/2019

Dated: 28.11.2019

CIRCULAR

On orders of the Vice Chancellor, dated 27.11.2019, all staff members who are conducting seminar / conference / training programmes are requested to adhere strictly to the following guidelines meticulously.

- 1. The Registration fee collected for seminar or conferences shall be only through DD/ECS
- 2. The DD should be credited in to the University account
- 3. Amount should be credited in to the University account
- 4. The PIs are not empowered to utilize the amount directly without the permission of Registrar
- 5. After remitting the amount into university account, advance may be drawn and adjust / reimbursement may be done
- 6. Any violation of the above instructions, disciplinary action will be initiated against the PIs concerned

Director
CRD

Copy to

All the Deans of the Faculties All the Heads of the Departments - to circulate among P.Is., Finance Officer Director, DDE P.S to Vice Chancellor P.A to Registrar