



जवाहरलाल नेहरू विश्वविद्यालय
JAWAHARLAL NEHRU UNIVERSITY

नई दिल्ली - ११००६७
NEW DELHI - 110067

ADMINISTRATION-II

File No: A/655/2020-ADMIN (I)

30th March, 2021

CIRCULAR

Sub: Recovery of Transport allowance- Details on attendance of Teaching and Non-Teaching Staffs for the calendar month – Reg.

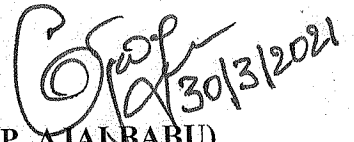
Ref: No.21/1/2020-E.II (B) of Department of Finance Ministry, New Delhi

As per the Office Memorandum issued by the Deputy Secretary, Ministry of Finance, Deptt. of Expenditure, GoI on clarification regarding admissibility of Transport Allowance during Nationwide Lockdown due to COVID-19, Transport Allowance not payable during the period of 23rd March 2020 to 20th May 2020 for those who have not attended the office physically.

The Head of Departments are requested to certify the physical attendance of Teaching and Non-Teaching staffs who attended the office during the month of March, 2020 to May, 2020 in the following format **latest by 15th April 2021** to process the matter in compliance to the direction of the ministry:

Sl. No.	Name of the employee	Designation	Number of days attended the office Physically			Signature of the Dean/Chairperson/HOD/Section/Branches Head
			March, 2020	April, 2020	May, 2020	

This issues with the approval of the Competent Authority.


(P. AJANBABU)
DEPUTY REGISTRAR
ADMINISTRATION

Encls : As above.

Copy to :-

1. Deans/Chairpersons of all the Schools/Centre/Special Centre.
2. OSD to VC/PS to Rector-I/Rector-II/Rector-III/PS to Registrar
3. Dean of Students
4. Deputy Registrar (Finance/IA)
5. Assistant Registrar (Academic)
6. Chief Vigilance Officer
7. Heads of all the Branches/Sections/Departments located in Admin. Block
8. Director, CIS -- With request to upload the above circular in University website.
9. All Notice Boards