



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003

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

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

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

No:-MANIT/F&A/2025/2574

Dated: 24.07.2025

परिपत्र

//Circular//

विषय : लेखा अनुभाग में मासिक घटना पत्रक प्रस्तुत करना ।

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

उपर्युक्त विषय-वस्तु के संदर्भ में, मैनिट भोपाल के सभी संबंधित विभागों/केंद्रों के विभागाध्यक्षों/अध्यक्षों 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 से अनुरोध है कि वे निर्धारित प्रारूप में मासिक घटना पत्रक **प्रत्येक माह की 21 तारीख** को या उससे पहले लेखा अनुभाग में जमा करें।

With reference to the above-cited subject matter, this is to inform all the concerned HoDs/HoCs/chairmen of the departments/centers of MANIT Bhopal that the monthly event sheets of regular employees of the departments are not being received on time, which leads to delays in the preparation of salary bills and a probable chance of overpayments.

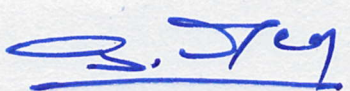
Hence, it is requested of all the concerned HoDs/HoCs/Chairmen to submit the monthly event sheet in the prescribed format to the Accounts section on or before the **21st of every month**.


कुलसचिव/Registrar

Enclosed:- As stated above.

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


कुलसचिव/Registrar

24/7/2025

**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 singed sheet to Accounts Section on or before 21st of every month

Prepared

Checked by

HoD/HoS Sign with Seal