OSMANIA UNIVERSITY
HYDERABAD – 500 007.

No. 107 /OU/2026. Date 24 -07-2026

CIRCULAR

To

All the Principals of Campus & Constituent Colleges,
All the Heads of Departments / Directors / Administrative Officers, O.U.
Osmania University, Hyderabad.

Sub :- Timely payment of salaries to all categories of employees - Teaching & Non-Teaching Contract and Out sourcing Staff – Standardisation of attendance cycle – Submission of Bills – Instructions issued – Reg.

Ref. :- Circular Memo No. 363868158-A/923/HRM.VII/2026. Dated : 09-06-2026.

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Sir / Madam,

The Government of Telangana issued a Circular Memo reference cited above, for all categories of employees (Regular, Contract, Outsouring or any other category) shall be distributed on 1st of every month for the preceding month.

To ensure strict compliance with the Government of Telangana guidelines, the attendance for the purpose of drawal of salaries and remuneration shall be calculated **from 21st of previous month to the 20th of the current month** (Contract, Outsouring or any other category). All the salary and remuneration bills shall be prepared and submitted to the concerned **on or before the 23th day of every month.**

The Drawing and Disbursing Officers shall closely monitor the submission and processing of attendance verification of salary and remuneration bills and take necessary measures to ensure timely disbursement of their monthly remuneration on the 1st of every month. The streamlined timeline must be strictly adhered to by all the Drawing and Disbursing Officers.

All the concerned Drawing & Disbursement Officers are directed to treat this as top priority and ensure that instructions shall be fixed and appropriate action initiated against the Drawing & Disbursement Officers are implemented without deviations and take every necessary action to submit the salary claim bills before 23rd of every month to Deputy Registrar (Pre-Audit), O.U.

REGISTRAR

Copy to :-

1) The Finance Officer, O.U.
2) The Joint Registrar (Administration), O.U.
3) The Deputy Registrar (Accounts – Pay Bills / Treasury), O.U.
4) The Deputy Registrar (Pre-Audit), O.U.
5) The Secretary to Vice-Chancellor, O.U.
6) The P.A. to O.S.D, O.U.