

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY
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**S. NAZIR HUSSAIN, B.B.A.,
FINANCE OFFICER**

Rc.No. F.I(2)/07479/2011

Dated : 06.05.2011

To

The Dean / Principal,
All Affiliated Institutions.

Sir / Madam,

This University has taken a decision for administrative convenience to receive all the remittances from affiliated Institutions through RTGS / NEFT payment Gateway alone, from October 2010 onwards and not to accept Demand Drafts for any of the services from the university. The same has been communicated to all the affiliated Institutions. All the Institutions have showed their interest and they are remitting their dues through RTGS/NEFT. But from some of the Institutions, still we are unable to get the complete details for which the remittances are being made from some of the Institutions. This leads to delay in providing you the necessary service by the University.

Therefore this University has decided to impart a training to make the process of remittances through RTGS/NEFT more easy and hassle-free. The orientation meeting will be held for two days at the University premises.

We request you to kindly depute one representative from your Institution who is dealing with remittances through RTGS/NEFT to the University. You are also requested to instruct the representative to bring the details of remittances (i.e. Amount, purpose, and date of remittance) by you to this University through RTGS/NEFT from the month of October 2010 to till date so as to confirm your remittances from this University.

We request you to make sure that your representative attends the meeting without fail on that day. The training schedule is as follows:

DATE	TIME	COLLEGES
19.05.2011	10.00 a.m. to 12.00 Noon	Medical & Dental
Thursday	2.30 p.m. to 4.30 p.m.	Pharmacy , other Allied Health Sciences & Fellowships
20.05.2011	10.00 a.m. to 12.00 Noon	Nursing
Friday	2.30 p.m. to 4.30 p.m.	Physiotherapy, Occupational Therapy & Indian System of Medicine etc.

Please Note that T.A/D.A should be met by the concerned colleges only.

Yours faithfully,

FINANCE OFFICER