



# Aliah University

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## OFFICE OF THE FINANCE OFFICER

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Memo No. : AU/FIN/061/22-23

Date : 01.09.2022

### NOTICE

This is to inform all the permanent employees of Aliah University irrespective of their designation to inform the Finance & Accounts Section regarding any changes in their respective Pay & Allowances (i.e. House Rent Allowance / Medical Allowance / Provident Fund / Income Tax or any other changes related to their bank account details etc.) prior to 10<sup>th</sup> of each month as per English Calendar failing which the modification / change request will not be implemented in the applied month and will be executed in the subsequent month only.

You are requested to note the same and apply accordingly.

FINANCE OFFICER  
ALIAH UNIVERSITY