



जामिया हमदर्द

JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A+' Category

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D.No.: Estab/LD/2026/ 1242
Dated: 08.09.2026

CIRCULAR

Subject: Prior Intimation Regarding Deployment of Faculty Members During Summer/Winter Vacation for Entitlement of Transport Allowance.

It has been observed that requests have been received from certain faculty members (other than Deans/HoDs) for release of Transport Allowance (TA) on the ground that they attended the University/dept./office and performed duties during the summer vacation, whereas no prior information regarding their deployment/attendance during the vacation period was received by the Establishment Section.

In this regard, it is hereby informed that, in cases where any such faculty member is required to attend the University or perform official duties during the vacation period, the concerned Dean/HoD/Director/In-charge shall intimate the same to the Competent Authority in advance. Such intimation shall clearly indicate the name(s) of the faculty member(s), date(s)/period of deployment, and the purpose/nature of the official duty.

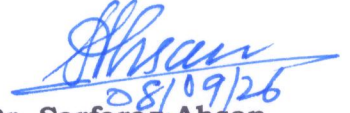
The advance intimation is necessary for maintaining the appropriate record and for determining the entitlement of Transport Allowance for the relevant vacation period.

Accordingly, all Deans/HoDs/Directors/In-charges are hereby requested to ensure that prior information regarding the deployment of such faculty members during the summer/winter vacation is invariably communicated so that their cases for Transport Allowance may be duly accounted for.

It is further clarified that no request for release of Transport Allowance in the subsequent vacation month, shall ordinarily be entertained where prior intimation regarding the deployment/official attendance of the concerned faculty member was not furnished by the respective Dean/HoD/Director/In-charge.

All concerned are informed to ensure strict compliance with the above please.

Authority: Approval of the Vice-Chancellor dated: 28.08.2026.


28/09/26
Dr. Sarfaraz Ahsan
Deputy Registrar

Copy to:

1. All Deans of Schools/Heads of the Departments/Directors/In charge- Units
2. Dean Academics/Chief Proctor/DSW//Provost (Boys/Girls)
3. Finance Officer (Offg.)/Controller of Examinations (CoE)
4. In-Charge HAHCIT- to upload it on JH Website.
5. A.R./Secretary to Vice-Chancellor
6. Sr. P.A. to Registrar
7. Guard File