



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

Phone No.: 0591-2476813

Email: jointregistrar@tmu.ac.in

Ref. : TMU/R.O./2025-26/ADM/93

Date : 16.05.2026

Circular

Subject: Verification and Recommendation Process for Financial Documents

With reference to the above subject, all Deans/Principals/HoDs are hereby informed that all documents related to financial matters must first be forwarded to the office of Registrar for verification and further recommendation to the Hon'ble Vice-Chancellor for approval.

This is issued with the approval of Hon'ble Vice Chancellor.

Dr. Vaibhav Rastogi

(Joint Registrar)

Dr. Vaibhav Rastogi

Joint Registrar

Teerthanker Mahaveer University
Moradabad

Copy to:

- I
1. P.S. to Hon'ble Chancellor for info. Please
2. P.S. to Hon'ble Group Vice Chairman for info. Please
3. Hon'ble Executive Director
4. Registrar
5. Director (Administration)
6. Director (Hospital Administration)
7. Director- Governance (Dental & Allied Health Sciences)
8. Director HR
9. Director (Accounts)
10. Director (IQAC)
11. Director (Admissions)
12. Chief Warden
13. Chief Proctor
14. Finance Officer
15. Jt. Registrar (Alumni Relations)
16. Jt. Registrar (Gen. Administration)
17. Jt. Director (Security, Students Welfare & Admin.)
18. Jt. Director (TMU Entrance Test)
19. Deputy Registrar (Registration & Migration)
20. Dy. Chief Warden
21. Head (Social Media, Media & Digital Marketing, ERP)
22. Head (IT)
23. Manager (Media)
24. Manager (Payroll)
25. Manager (Transport)
26. Electrical Engineer
27. Engineer(s) (Civil, Electrical, Maintenance, Fire, Emergency, other Essential staff)
28. Sr. Executive (Constructions, Engg. & Maintenance)
29. Executive (Purchase & Stores)
30. Hostel Warden(s)
31. Audio- Visual Section
32. Guard File

- II
1. Hon'ble Vice Chancellor
2. Dean (Academics)
3. Controller of Examinations
4. Deans/ Principals/ HoDs
5. Dean Students' Welfare
6. Director (CTLD)
7. Director (CDOE)
8. Associate Dean (R&D)
9. Associate Dean (Academics)
10. Associate Dean (Ph.D. Cell)
11. University Librarian
12. Director (CRC)