



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited 'A' Grade by NAAC)

Establishment & Recruitment Section -II

No. MANUU/ER-II/EF.123/2019-20/ 636

8th August 2019

ORDERS

Sub: Promotion from Personal Assistant to Private Secretary – Reg.

Ref: 1) Recommendations of the DPC dated 07.8.2019.

2) Approval of the Vice-Chancellor dated 08.08.2019.

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The Competent Authority is pleased to promote **Mr. Sadiq M. Bagban** Personal Assistant as **Private Secretary** in the pay scale of ₹44,900-1,42,400/- (Level-7) with effect from the date of his joining the promoted post. Upon his promotion, he shall temporarily continue to work at ER-I Section till further orders.

2. His promotion as Private Secretary is subject to the following conditions:
- He shall be placed on probation for a period of two years from the date of his joining in the post of Private Secretary.
 - He shall submit his joining report on promotion through the Head concerned to the Registrar within a period of 10 days from the date of issue of this order, failing which the promotion order is liable to be cancelled.
 - He shall furnish an option under FR 22 (1) a (i) within a period of 30 days of his joining and separate orders for fixation of pay shall be issued thereafter.
 - He will be governed by the Rules and Regulations of Maulana Azad National Urdu University for Non-teaching Employees and orders issued by the University/ UGC/ Govt. of India from time to time.
 - The University reserves the right to assign any additional work to him deemed suitable in the larger interest of the University.
 - He may be posted either at Hyderabad or at any of the institutions of the University located in the country during the period of his service, as per the requirement.


REGISTRAR

Copy to:

- Mr. Sadiq M. Bagban, Personal Assistant, ER-I Section
- Deputy Registrar (ER-I)
- O/o. the Vice-Chancellor/ Pro-Vice-Chancellor /Registrar/ Finance Officer
- Director, CIT for uploading on the University website.
- Personal/ Concerned files.



No. MANUU/ER-II/EF.123/2019-20/ 637

August 2019

ORDERS

Sub: Promotion from Stenographer to Personal Assistant – Reg.

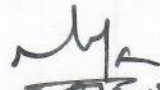
Ref: 1) Recommendations of the DPC dated 07.8.2019.

2) Approval of the Vice-Chancellor dated 08.08.2019.

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The Competent Authority is pleased to promote **Mrs. V.A. Rajini** Stenographer as **Personal Assistant** in the pay scale of **₹35,400-1,12,400/- (Level-6)** with effect from the date of her joining the promoted post. Upon her promotion, she shall temporarily continue to work at UGC-HRDC till further orders.

2. Her promotion as Personal Assistant is subject to the following conditions:
- She shall be placed on probation for a period of two years from the date of her joining in the post of Personal Assistant.
 - She shall submit her joining report on promotion through the Head concerned to the Registrar within a period of 10 days from the date of issue of this order, failing which the promotion order is liable to be cancelled.
 - She shall furnish an option under FR 22 (1) a (i) within a period of 30 days of her joining and separate orders for fixation of pay shall be issued thereafter.
 - She will be governed by the Rules and Regulations of Maulana Azad National Urdu University for Non-teaching Employees and orders issued by the University/ UGC/ Govt. of India from time to time.
 - The University reserves the right to assign any additional work to her deemed suitable in the larger interest of the University.
 - She may be posted either at Hyderabad or at any of the institutions of the University located in the country during the period of her service, as per the requirement.


REGISTRAR
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Copy to:

- Mrs. V.A. Rajini, Stenographer, UGC, HRDC.
- Director I/c, UGC, HRDC
- O/o. The Vice-Chancellor/ Pro-Vice-Chancellor /Registrar/ Finance Officer
- Director, CIT for uploading on the University website.
- Personal/ Concerned files.