



No. MANUU/ER-II/EF.123/2018-19/1179

27th November 2018

ORDERS

Sub: Promotion from Upper Division Clerk to Assistant - Reg.

Ref: 1) Recommendations of the DPC dated 27.11.2018.

2) Approval of the Vice Chancellor dated 27.11.2018.

The Competent Authority is pleased to promote the following Upper Division Clerks as **Assistant** in the pay scale of **Rs.35,400-1,12,400/- (Level-6)** with effect from the date of joining the promoted post:

SNo	Name of the Employee	Category under which promoted as Assistant	Place of posting upon promotion
1	Mr. Nanda Kumar	UR	Media Centre
2	Mrs. B. Krishna Kavitha	SC	Dept. of Hindi with additional work of Dept. of Persian
3	Mr. Syed Samiullah Hussaini	UR	Finance & Accounts
4	Ms. Yasmeen Begum	UR	Examination Branch
5	Mrs. Beanzeer Kunnibhavi	UR	Regional Centre Mumbai
6	Mr. Mohammed Ayub	UR	DDE

2. The promotion of the above employees are subject to the following conditions:

- He/ she shall be placed on probation for a period of two years from the date of his/her joining in the post of Assistant.
- He/she shall submit their joining report on Promotion through concerned Heads 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.
- They shall furnish an option under FR 22(1) a (i) within 30 days of their joining and separate orders for fixation of pay shall be issued thereafter.
- He/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 him/her deemed suitable in the larger interest of the University.
- He/she may be posted either at Hyderabad or at any the institutions of the University located in the country during the period of his/her service, as per the requirement.


Registrar

Copy to:

- All the Individuals concerned
- The Head of the Departments/Directorate/Centre concerned
- VC/PVC/ Registrar's Offices
- Director, CIT for uploading on the University website
- Finance & Accounts Section
- Personal/ Concerned file

No. MANUU/ER-II/EF.123/2018-19/1180

28th November 2018

ORDERS


Sub: Promotion from Lower Division Clerk to Upper Division Clerk - Reg.
Ref: 1) Recommendations of the DPC dated 27.11.2018.
2) Approval of the Vice Chancellor dated 28.11.2018.

The Competent Authority is pleased to promote the following Lower Division Clerks as **Upper Division Clerk** in the pay scale of **Rs.25,500-81,100/- (Level-4)** with effect from the date of joining the promoted post:

SNo	Name of the Employee	Category under which promoted as Upper Division Clerk	Place of posting upon promotion
1	Mr. S. Narsimhulu (SC)	UR	DDE
2	Ms. J. Jyothi (SC)	UR	Purchase Section
3	Mrs. Liyaqat Unnisa	UR	O/o. The Provost (Girls)
4	Mrs. E. Rupavathi	SC	S.H. Library
5	Mr. Mohd. Irfan	UR	Exam Branch
6	Mr. B. Rajasekhar	ST	Dept. of Political Science

2. The promotion of the above employees are subject to the following conditions:

- He/she shall be placed on probation for a period of two years from the date of his/her joining in the post of Upper Division Clerk.
- He/she shall submit their joining report on Promotion through concerned Heads 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.
- They shall furnish an option under FR 22(1) a (i) within 30 days of their joining and separate orders for fixation of pay shall be issued thereafter.
- He/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 him/her deemed suitable in the larger interest of the University.
- He/she may be posted either at Hyderabad or at any the institutions of the University located in the country during the period of his/her service, as per the requirement.


Asst. Registrar
(ER-II)

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FORM OF OPTION

(See Clause (a (1) of F.R 22(1))

I hereby opt that my pay, on
promotion as With effect from
..... May be fixed as under:-

* (a) My pay may be fixed in the higher post on the basis of clause of (a) (1) Of F.R.22-1 straightway from the date of promotion without may further review on account of accrual increment in the pay scale of lower post.

*(b) My pay on promotion , may initially be fixed at the stage on a time scale of the new post above and pay in the lower grade or post from which I am promoted on regular basis, which may be fixed in accordance with clause (a (1) of F.R. 22-(1) on the date of accrual of next increment on in the time scale of the pay of the lower grade or post.

I also understand the option exercised by me is final as per clause (a) (1) of F.R. 22-1.

Date :-

Signature

Name.....

Designation.....

*To be scored out as per option

Signature of the Head of Office.