

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

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.217/2016-17/722/A

11 August 2016

### CIRCULAR

As per the Notification dt. 25<sup>th</sup> July 2016 of Ministry of Finance (Department of Expenditure ), New Delhi and subsequent Office Memorandum No.1-5/2016 IC, dt. 29<sup>th</sup> July 2016 of Govt. of India, Ministry of Finance, Department of Expenditure (Implementation Cell, 7<sup>th</sup> CPC) New Delhi regarding implementation of the recommendations of the 7<sup>th</sup> Central Pay Commission – so, form of option and undertaking for fixation of pay and payment of arrears to be obtained from the employees. (Peruse the point No. 6 about the Exercise of the option of the Notification issued from the Ministry of Finance dt. 25<sup>th</sup> July 2016 before filling the form of option).

Therefore, all the Non-Teaching employees are hereby directed to submit the FORM OF OPTION & UNDERTAKING on or before 19<sup>TH</sup> AUGUST 2016 to the ER-II Section without fail.

A form of option and undertaking is attached herewith.

  
Registrar

To

All the Non-Teaching staff

Copy to:

1. All the Heads of Departments/ Sections/ Centers with a request to circulate amongst their staff
2. VC's /Registrar's Offices
3. The Director, CIT with a request to upload on the University website.
4. Concerned file

Gachibowli, Hyderabad – 500 032, A.P. India

Tel: +91(040) 2300-6601(VC-Office), 2300-6121(Registrar), 2300-6604 (Fax)

EPABX 2300-6612, 13, 14, 15 Website: [www.manuu.ac.in](http://www.manuu.ac.in)

## FORM OF OPTION

{See rule 6(2)}

1. I \_\_\_\_\_ hereby elect the revised pay structure with effect from 01.01.2016.
  
2. I \_\_\_\_\_ hereby elect to continue on Pay Band and Grade Pay of my substantive/officiating post mentioned below until:
  - The date of my next increment/the date of my subsequent increment raising my pay to Rs \_\_\_\_\_ / I vacate or cease to draw pay in the existing pay structure / the date of my promotion/upgradation to the post of \_\_\_\_\_.
  
  - Existing Pay Band and Grade Pay \_\_\_\_\_.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

\*To be scored out, if not applicable.

## UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date:

Place: