

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)

ADMINISTRATION & GOVERNANCE SECTION



No. MANUU/Admn & Gov /F.110/2016-17/396

Date: 10<sup>th</sup> February, 2017

CIRCULAR

Of late, it has been observed that the University is receiving Orders from the Hon'ble Courts for attachment of salary of MANUU employees who have borrowed loans from Public/Private Financial Institutions/Chit Funds, etc. or who are standing surety for the loan amounts. Honouring the Court Orders by the University, the Finance & Accounts Dept. has recovered the attachment amount from the salary of the employees from time to time and sent to the respective Courts on monthly instalment basis till the recovery of loan amounts. The University, at any point of time, has not given any guarantee to the Private Chit Funds on behalf of any loan defaulter employees or those employees who are guarantors. The regular work of the concerned Sections is being hampered for implementing the Orders of the Courts for attachment of salary of the employees.

As per CCS (Conduct) Rules, *the employees do not approach their subordinates for standing surety for loans taken from private sources either by them/their relations/friends.*

It is unfair on the part of the employees who have been defaulters for re-payment of loan amounts borrowed from Public/Private Financial Institutions/Chit Funds, etc. or standing surety on behalf of their colleagues and their salary have been attached by the Courts. The Competent Authorities of the University have viewed this matter very seriously.

I am directed to inform that, if any employee is found to be defaulter for re-payment of loan amount(s) or stand surety on behalf of their colleagues and his/her salary is attached by the Order(s) of the Court(s) in future, disciplinary action shall be taken against them as per CCS (Conduct) Rules, 1964.

# By Order #

  
Assistant Registrar 10-2-2017

To

All Deans of Schools of Studies  
All Heads of Departments (Teaching) / Centres  
All Section Heads / Incharge (Non-Teaching)  
All Heads / Incharge of Regional Centres, Sub-Centres,  
CTEs / Polytechnics / ITIs, Model Schools, etc.,

To please note the same and bring to the notice of their staff

Copy to:

1. Office of the Vice-Chancellor/PVC/Registrar/F.O./IAO
2. Director, CIT to upload on University Website.