



कार्यालय आदेश/OFFICE ORDER

विषय/Sub: Financial up-gradation of Non-Teaching employees under MACPs—Orders
-Issued-Reg.

संदर्भ /Ref: Approval of the Vice Chancellor dated 07.02.2025

On the recommendations of the Screening Committee, the Vice Chancellor is pleased to accord approval for 1st financial up-gradation to (22) Non-Teaching employees and 2nd financial up-gradation to (01) Non-Teaching employee under Modified Assured Career Progression Scheme (MACPs) as detailed below:

1st Financial Upgradation under MACP:

S. No	Name of the Employee	Designation	D.O.J in present post	Present Pay Level	Effective date of MACP	Pay Level After 1 st Upgradation
1	Dr. Mohd. Mazhar Quadri	Assistant Regional Director	21.07.2014	Level -10	21.07.2024	Level -11
2	Mr. Md. Ziauddin Khan	Instructor	28.08.2014	Level -07	28.08.2024	Level -08
3	Mr. Syed Afakulla	Instructor	29.05.2009	Level-07	29.05.2019	Level -08
4	Mr. Shaik Fareed	SO	28.08.2014	Level -07	20.08.2024	Level -08
5	Mr. Mohd. Wajeehuddin Ansari	SO	19.09.2014	Level-07	19.09.2024	Level- 08
6	Mr. Mohd. Pasha	Assistant	28.08.2014	Level -06	28.08.2024	Level -07
7	Ms. Hajira Mumtaz Begum	Assistant	28.08.2014	Level -06	28.08.2024	Level -07
8	Ms. Lakshmi Sirisha Guduru	Stenographer	10.10.2014	Level -04	10.10.2024	Level -05
9	Ms. Rehana Begum	UDC	28.08.2014	Level -04	28.08.2024	Level -05
10	Mr. Aqeel Ali	UDC	01.09.2014	Level -04	01.09.2024	Level -05
11	Mr. Umesh Kumar Rai	UDC	01.09.2014	Level -04	01.09.2024	Level -05
12	Mr. Mohd. Mushtaq Hussain	DEO	28.08.2014	Level -02	28.08.2024	Level -03
13	Mr. Imran Ahmad	LDC	08.09.2014	Level -02	08.09.2024	Level -03
14	Mr. Razzak Shareef	LDC	11.09.2014	Level -02	11.09.2024	Level -03
15	Mr. Mukesh Prakash Mohod	LDC	25.09.2014	Level -02	25.09.2024	Level -03

Contd..

(Handwritten signature and blue ink scribble)



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



स्थापना एवं भर्ती - II अनुभाग / Establishment & Recruitment - II Section

::2::

16	Mr. K. Lakshmana	Office Attendant	28.08.2014	Level -01	28.08.2024	Level -02
17	Mr. Sudhir Kumar	Office Attendant	01.09.2014	Level -01	01.09.2024	Level -02
18	Mr. Syed Ateef	Office Attendant	12.09.2014	Level -01	12.09.2024	Level -02
19	Mr. Md. Mujeeb Khan	Library Attendant	28.08.2014	Level -01	28.08.2024	Level -02
20	Mr. Md. Yousuf Sharif	Lab Attendant	28.08.2014	Level -01	28.08.2024	Level -02
21	Mr. N. Srikanth Reddy	Lab Attendant	28.08.2014	Level -01	28.08.2024	Level -02
22	Mr. Som Porakash Kumar	Lab Attendant	19.09.2014	Level -01	19.09.2024	Level -02

2nd Financial Upgradation under MACP:

S. No	Name of the Employee	Designation	Date of 1 st MACP	Present Pay Matrix Level	Effective Date of 2 nd MACP	Pay Matrix Level after Upgradation
1.	Mr. Mohd. Zahid Shaik	System Analyst	17.09.2014	Level -11	17.09.2024	Level -12

2. The financial up-gradation to the above 23 employees shall be subject to the orders issued by the University/UGC/MHRD from time to time

3. The above employees are advised to exercise option under FR22(I)a (i) to fix their pay in the higher grade within one month from the date of issue of this order. Option once exercised shall be final. If no option is exercised within the due date, their pay will be fixed from the date of their promotion.

कुलसचिव / Registrar

11/02/2025

प्रतिलिपि / Copy to:-

1. All the above employees
2. The Concerned Departments/Sections/Offices
3. Offices of the V.C/Registrar/FO/OSD-I/OSD-II
4. The Director, CIT- (to upload on the University website)
5. Personal files
6. Concerned file

गञ्जीबौली, हैदराबाद - ५०००३२, तेलंगाना, भारत / Gachibowli, Hyderabad - 500 032, T.S. India

Website: www.manuu.edu.in, Email Id: er2section@manuu.edu.in

f manuuhydoofficial t officialmanuu immanuu @manuuhyd

FORM OF OPTION

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

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

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

***(b) My pay on promotion/upgradation , 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 /upgraded on regular basis, which may be fixed in accordance with clause (a (1) of F.R. 22-(I) 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.