

**कार्यालय आदेश/OFFICE ORDER**

**विषय/Sub:** Financial up-gradation of Non-Teaching employees under MCPs –Orders  
-Issued-Reg.

**संदर्भ /Ref:** Approval of the Vice Chancellor dated 15.09.2025

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On the recommendations of the Screening Committee, the Vice Chancellor is pleased to accord approval for 2<sup>nd</sup> financial up-gradation to five (05) Non-Teaching employee and 1<sup>st</sup> financial up-gradation to thirty eight (38) Non-Teaching employees under Modified Assured Career Progression Scheme (MACPs) as detailed below:

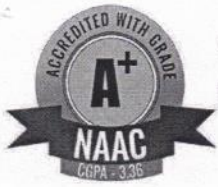
**2<sup>nd</sup> Financial Upgradation under MACP:**

S N	Name of the employee	Designation	Date of 1 <sup>st</sup> financial upgradation	Present Pay Level	Effective date of MACP	Pay level after upgradation
1	Mr.Rafeeq Ahmed K.R	Assistant Registrar	23.03.2015	Level-11	23.03.2025	Level-12
2	Mr. Aftab Alam Baig	Assistant Registrar	23.03.2015	Level-11	23.03.2025	Level-12
3	Ms. Minhaj Fatima	Information Scientist	03.05.2015	Level-11	03.05.2025	Level-12
4	Mr. Shaik Sadi Arshad	Translator	06.04.2015	Level -06	06.04.2025	Level -07
5	Mr. Zaheen Ahmed	Driver	25.10.2014	Level-04	25.10.2024	Level-05

**1<sup>st</sup> Financial Upgradation under MACP:**

SN	Name of the employee	Designation	D.O.J in present post	Present Pay Level	Effective date of MACP	Pay level after upgradation
1	Dr. Samsuddin Ansari	Regional Director	22.05.2015	Level -12	22.05.2025	Level -13
2	Ms. N. Sunita Reddy	Assistant Registrar	05.03.2015	Level -10	05.03.2025	Level -11
3	Ms. Safeena Macchi	Assistant Registrar	20.05.2015	Level -10	20.05.2025	Level -11
4	Mr. Khaja Athiqullah Siddiqui	Section Officer	03.02.2015	Level -07	03.02.2025	Level -08
5	Mr. M.A. Bari	Section Officer	03.02.2015	Level -07	03.02.2025	Level -08
6	Ms. Zarina Sulthana	Section Officer	09.03.2015	Level -07	09.03.2025	Level -08
7	Ms. Amena Anjum	Section Officer	14.05.2015	Level -07	14.05.2025	Level -08





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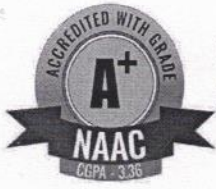


स्थापना एवं भर्ती - II अनुभाग / Establishment & Recruitment - II Section

8	Mr. Inthesarul Baqi	Assistant Engineer	09.03.2015	Level-07	09.03.2025	Level-08
9	Ms. Najmunnisa	Counselor	09.03.2015	Level-07	09.03.2025	Level-08
10	Mr. Basharat Yousuf Mir	Assistant	14.05.2015	Level-06	14.05.2025	Level-07
11	Ms. Mohd. Shahnawaz Qureshi	Technical Assistant	04.03.2015	Level -05	04.03.2025	Level-06
12	Mr. Md. Asif	Maintenance Assistant	20.02.2015	Level -04	20.02.2025	Level -05
13	Mr. Ahmadulla	Supervisor	09.03.2015	Level -04	09.03.2025	Level -05
14	Mr.Mohamme\ad Enam Khan	Supervisor	09.03.2015	Level -04	09.03.2025	Level -05
15	Mr.Shaik Moinuddin	Supervisor	09.03.2015	Level -04	09.03.2025	Level -05
16	Mr. Syed Abdul Khadeer	Supervisor	09.03.2015	Level -04	09.03.2025	Level -05
17	Mr. Ali Numan Khan	Supervisor	09.03.2015	Level -04	09.03.2025	Level -05
18	Ms.Rafiya Abdullah Lillee	U.D.C	03.02.2015	Level -04	03.02.2025	Level -05
19	Ms. Gousia Jan	U.D.C	03.02.2015	Level -04	03.02.2025	Level -05
20	Mr. Mohammed Arif	Sr.DEO	19.02.2015	Level -04	19.02.2025	Level -05
21	Mr. Shaik Naveed	U.D.C	05.03.2015	Level -04	05.03.2025	Level -05
22	Mr. Shaik Ismail	U.D.C	09.03.2015	Level -04	09.03.2025	Level -05
23	Ms. C.Archana	U.D.C	15.04.2015	Level -04	15.04.2025	Level -05
24	Ms. Anusha Gunda	Stenographer	13.04.2015	Level -04	13.04.2025	Level -05
25	Mr. Mohsin Khan	Lab Assistant	09.03.2015	Level -04	09.03.2025	Level -05
26	Mr.Nazeer Ahmed Khan	Lab Assistant	16.03.2015	Level -04	16.03.2025	Level -05
27	Mr.Syed Ferman Ahmad	Lab Assistant	10.04.2015	Level -04	10.04.2025	Level -05
28	Mr.S. Shama Parveen	L.D.C	09.03.2015	Level-02	09.03.2025	Level-03
29	Mr. Mohd. Rafiq Abdullah	L.D.C	09.03.2015	Level-02	09.03.2025	Level-03
30	Mr. Shadab Ahmad	L.D.C	09.03.2015	Level-02	09.03.2025	Level-03
31	Mr.Niazi Feroz Ahmed	L.D.C	11.03.2015	Level-02	11.03.2025	Level-03

Page 2 of 3





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

32	Mr. J. Dilip Kumar	L.D.C	11.03.2015	Level-02	11.03.2025	Level-03
33	Ms. Nazia Begum	L.D.C	13.04.2015	Level-02	13.04.2025	Level-03
34	Mr. Akhter Ali Danim	L.D.C	27.04.2015	Level-02	27.04.2025	Level-03
35	Mr. Hafijulla	Office Attendant	09.03.2015	Level-01	09.03.2025	Level-02
36	Mr. Abdul Razaq I Manik	Office Attendant	20.04.2015	Level-01	20.04.2025	Level-02
37	Mr. Swadesh Kumar	Workshop Attendant	09.03.2015	Level-01	09.03.2025	Level-02
38	Mr. Mohammad Saleem	Kitchen Attendant	05.03.2015	Level-01	05.03.2025	Level-02

2. The financial up-gradation to the above forty three (43) 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

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



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**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.