



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 12.02.2026

On the recommendations of the Screening Committee, the Vice Chancellor is pleased to accord approval for 2nd financial up-gradation to fourteen (14) Non-Teaching employees under Modified Assured Career Progression Scheme (MACPs) as detailed below:

2nd Financial Upgradation under MACP:

| SN | Name of the employee | Designation | Date of 1st financial upgradation | Present Pay Level | Effective date of 2nd Financial Upgradation | Pay level after upgradation |
|----|----------------------------|---------------------|-----------------------------------|-------------------|---|-----------------------------|
| 1 | Mr.Syed Zabiullah Hussaini | Assistant Registrar | 12.04.2015 | Level-11 | 12.04.2025 | Level-12 |
| 2 | Mr.Syed Ghouse | Driver | 01.10.2015 | Level-04 | 01.10.2025 | Level-05 |
| 3 | Ms.Ishrat Rafiq | Lab Assistant | 11.08.2015 | Level-05 | 11.08.2025 | Level-06 |
| 4 | Mr. B. Sreenivas Reddy | Office Attendant | 02.08.2015 | Level-02 | 02.08.2025 | Level-03 |
| 5 | Mr. J.Devender | Office Attendant | 02.08.2015 | Level-02 | 02.08.2025 | Level-03 |
| 6 | Ms. Haleema Begum | Office Attendant | 02.08.2015 | Level-02 | 02.08.2025 | Level-03 |
| 7 | Mr. B. Rupesh Kumar | Office Attendant | 02.08.2015 | Level-02 | 02.08.2025 | Level-03 |
| 8 | Mr. Md. Arshad Ali | Office Attendant | 11.08.2015 | Level-02 | 11.08.2025 | Level-03 |
| 9 | Mr.Qamaruzaman Ansari | Office Attendant | 29.08.2015 | Level-02 | 29.08.2025 | Level-03 |
| 10 | Mr. Md. Mansur Alam | Office Attendant | 23.09.2015 | Level-02 | 23.09.2025 | Level-03 |
| 11 | Ms. Sameera Ali | Office Attendant | 24.08.2015 | Level-02 | 24.08.2025 | Level-03 |
| 12 | Mr. Md. Ishteyaque | Office Attendant | 21.11.2015 | Level-02 | 21.11.2025 | Level-03 |
| 13 | Mr. Dhananjay Mandal | Office Attendant | 05.11.2015 | Level-02 | 05.11.2025 | Level-03 |
| 14 | Mr. M.A. Shoukat Pasha | Office Attendant | 25.10.2015 | Level-02 | 25.10.2025 | Level-03 |



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. The financial up-gradation to the above fourteen (14) 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
4. The Director, CIT- (to upload on the University website)
5. Personal files
6. Concerned file



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.