



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 Ghous	Driver	01.10.2015	Level-04	01.10.2025	Level-05
3	Ms.Ishrath Raflq	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



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
[Signature]

12/02/2026

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.