



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited 'A' Grade by NAAC)

Establishment & Recruitment Section -II

No. MANUU/ER-II/EF.123/2019-20/75

2nd May 2019

ORDERS

Sub: Promotion from Section Officer to Assistant Registrar – Reg.

Ref: 1) Recommendations of the DPC dated 12.04.2019.

2) Approval of the Vice-Chancellor dated 02.05.2019.

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The Competent Authority is pleased to promote **Mr. P. Habibulla** from the post of Section Officer to **Assistant Registrar** in the pay scale of ₹56,100-1,77,500/- (Level-10) with effect from the date of his joining the promoted post subject to the following conditions: -

- (i) He shall be placed on probation for a period of two years from the date of his joining the post of Assistant Registrar.
- (ii) He shall submit his joining report on Promotion through the Head concerned to the Registrar within a period of 10 days from the date of issue of this order, failing which the promotion order is liable to be cancelled.
- (iii) He shall furnish an option under FR 22 (1) a (i) within a period of 30 days of his joining and separate orders for fixation of pay shall be issued thereafter.
- (iv) He will be governed by the Rules and Regulations of Maulana Azad National Urdu University for Non-teaching Employees and orders issued by the University/ UGC/ Govt. of India from time to time.
- (v) The University reserves the right to assign any additional work to him deemed suitable in the larger interest of the University.
- (vi) He may be posted either at Hyderabad or at any of the institutions of the University located in the country during the period of his service, as per the requirement.

2. On his promotion/joining, Mr. P. Habibullah is posted to work as Assistant Registrar (Stores) and he shall also look after the work related to Medical Cell in place of Mrs. P. Shanta until further orders.

3. Further, Ms. Safeena Macci, Assistant Registrar shall function as Assistant Registrar (Purchase) until further orders.


REGISTRAR

Copy to:

1. Mr. P. Habibulla, Section Officer
2. Ms. P. Shanta, AR
3. Ms. Safeena Macci, AR
4. Joint Registrar (Medical Cell)
5. Head, Procurement
6. All Deans/Heads/Principals/In-charge, Satellite Campuses/Sectional Heads
7. Director, DDE/RCs/SRCs
8. Offices of the Vice-Chancellor/ Pro-Vice-Chancellor /Registrar/ Finance Officer
9. Director, CIT for uploading on the University website.
10. Personal/ Concerned files.