

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament 1998)
(Accredited "A" Grade by NAAC)



Dr. M.A. Sikandar
Registrar

No. MANUU/E.R-I (B) / F.280 / 2017-18/ 1728

20th February, 2018

ORDERS

Sub: Revision of Pay of the Non-Teaching employees in MANUU following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission – Orders – Issued.

Ref: 1. Order F. No.19-62/2017-CU.Cdn dated 2nd January 2018 issued by the MHRD
2. UGC Letter No. F.No. 11-1/2017(CU), dated 18th January 2018
3. Resolution of the Executive Council in its 66th Meeting held on 15th Feb 2018

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The Government of India, Ministry of Human Resource Development and University Grants Commission vide letter cited, have conveyed the approval for the revision of pay of Non-Teaching employees in Central Universities funded by the UGC, following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission with effect from 1st January 2016.

2. The above revision of pay has been made applicable with the approval of the Executive Council of the University 3rd cited to the regularly appointed Non-Teaching employees of MANUU, subject to the following conditions:-

- (i) The revised Pay and revised rates of Dearness Allowance shall be effective from 01.01.2016.
- (ii) All allowances shall continue to be paid at existing pay structure, as if the pay had not been revised with effect from 01.01.2016 in terms of para 2 (ii) of MHRD letter 1st cited.
- (iii) Payment of arrears will be released after the funds for the purpose are provided by the UGC to MANUU.
- (iv) Deductions on account of GPF or NPS, as may be applicable, will have to be made on the basis of the revised pay w.e.f. the date an employee opts to draw the revised pay structure.
- (v) Every Non-Teaching employee in MANUU shall furnish an undertaking to the effect that any excess payment made on account of incorrect fixation of pay in the revised pay level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary, in the same manner as provided in the Ministry of Finance (Department of Expenditure) O.M.No. 1-5/2016-IC dated


20/2/18

::2::

29th July, 2016 as per the format attached (**Annexure-I**) to this orders which is required to be signed by each employee and countersigned by the concerned Heads/In-charge and to be sent to the **ER-II section** latest by Monday **26th February 2018** by email (**er2section@manuu.edu.in**) and followed by Hand/Post to the Assistant Registrar, ER-II Section, Administrative Building, MANUU, Gachibowli, Hyderabad.

3. Every employee of the University is required to exercise the option in the prescribed format enclosed as **Annexure-II** to this Orders, as required under rule 6(2) of CCS(RP) Rules, 2016 within a period of three months from the date of issue of this Orders.

4. There will be two dates for grant of increment namely, 1st January and 1st July every year, instead of existing uniform date of 1st July. Provided that an employee shall be entitled to only one annual increment either on first January or first July depending on the date of appointment, promotion or grant of financial upgradation.

5. A copy of MHRD and UGC orders 1st and 2nd cited are enclosed for information.

6. The Finance Officer may release the salary in the revised scale to the regular employees under 7th CPC for the month of February, 2018 onwards, pending final fixation of pay after pre-audit in each case.


29/1/18
REGISTRAR

Encl: As above along with Undertaking and Option Form (Annexure-I & II)

Copy to:-

1. All concerned
2. All Deans of Schools, Heads of Departments, Directors of the Centres, Director, DDE, Regional Directors, In-charge, Satellite Campuses, Principals of CTEs, Principals of Polytechnics, ITIs and Model Schools
3. The Finance Officer
4. V.C / P.V.C / Registrar's Offices
5. Director, CIT for uploading the Orders on the University website
6. Concerned file /Office Copy

**MAULANA AZAD NATIONAL URDU UNIVERSITY
HYDERABAD**

UNDERTAKING

(As applicable to Group A Officers & Non-Teaching Staff)

1. I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay band/grade pay or any excess payment detected in the light of discrepancy noticed subsequently will be refunded by me to the institution either by adjustment against future payments due to me or otherwise.

2. I also undertake that the dues arising from the erroneous pay fixation if any, at a later date, due to re-fixation of the provisional pay fixation subsequently will be refunded by me to the Institution either by adjustment against future payments due to me or otherwise.

3. I fully understand that as per para no.2 (iv) of MHRD letter No. 19-62/2017 CU.Cdn dated 02nd January, 2018 and UGC Letter No.11-1/2017(CU) dated 18th January, 2018, MANUU is required to meet 30% or any lesser amount from its internal resources and the matter for waiving off the above condition is still pending with the UGC for final decision. I further undertake that the extension of revised Pay Scales under 7th CPC and release of arrears etc., by the University shall be subject to the outcome of the final decision by the MHRD/UGC in this regard and the University is authorised to refix the pay and effect recovery accordingly.

Signature: _____

Name: _____

Designation: _____

Date: _____

Counter Signature of
Head / Incharge
Section / Department

**MAULANA AZAD NATIONAL URDU UNIVERSITY
HYDERABAD**

**FORM OF OPTION
(See rule 6 (2) of CCS(RP) Rules, 2016)**

**(To be exercised by all teaching, academic, Officers & Non-Teaching staff of
MANUU)**

- *1. I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.
- *2. I, _____ hereby elect to continue on Pay Band and Grade Pay of my substantive /officiating post mentioned below until:

* the date of my next increment / the date of my subsequent increment raising my pay to Rs _____ / I vacate or cease to draw pay in the existing pay structure /the date of my promotion / upgradation to the post of _____.

Existing Pay Band and Grade Pay _____

Signature _____

Name _____

Designation _____

Office in which employed _____

* To be scored out, if not applicable.

F. No. 19-62/2017-CU.Cdn.
Government of India
Ministry of Human Resource Development
Department of Higher Education
Central Universities Division

Shastri Bhawan, New Delhi
Dated the 2nd January, 2018

To,

The Secretary,
University Grants Commission (UGC),
Bahadur Shah Zafar Marg,
New Delhi- 110 002

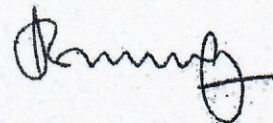
Subject: Pay revision of the non-teaching employees of the Central Universities (CUs) & Centrally funded Deemed Universities, under the administrative control of MHRD - regarding.

Sir,

The undersigned is directed to say that the Government of India has issued orders regarding revision of scales of pay of Central Government employees, on the recommendations of the 7th Central Pay Commission vide Resolution No. 1-2/2016-IC dated 25th July, 2016 and the Central Civil Services (Revised Pay) Rules, 2016 has been notified in Gazette of India Extraordinary Part-II, Section-3, sub-section (i), vide GSR No. 721E dated 25th July, 2016. Subsequently, the Ministry of Finance (Department of Expenditure) vide Office Memorandum No. 1-5/2016-IC dated 29th July, 2016 has issued guidelines regarding manner of pay fixation in the revised Pay w.e.f. 01.01.2016. The Government of India has further issued guidelines vide OM No. 1/1/2016-E.III(A) dated 13th January, 2017 of the Department of Expenditure regarding extension of the revised scales of pay to the employees of the Quasi-Government organizations, Autonomous Organizations and Statutory Bodies set up and funded/controlled by the Central Government.

2. Accordingly, Ministry of Finance, Department of Expenditure has approved the proposal for adoption of 7th CPC scales for Non-Teaching Staff of all Central Universities and Centrally funded Deemed Universities, under the administrative control of MHRD, subject to the following:-

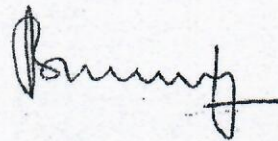
- (i) The revised pay scales based on the instructions contained in the O.M. No.1/1/2016-E.III(A) dated 13.01.2017 regarding pay revision of employees of Quasi-Government organizations, Autonomous Organizations and Statutory Bodies etc., set up by and funded/controlled by the Central Government may be allowed, in the case of non-teaching staff of Central Universities. However, it may be ensured that only the revised normal replacement pay scales as per **Part 'A' of the Schedule of the CCS (Revised pay) Rules, 2016** would be considered, as mentioned in the O.M dated 13.01.2017.



- (ii) Revision of allowances for non-teaching staff would be issued separately.
 - (iii) Since, the order dated 13.01.2017 is only for pay scales and not pension, therefore, it may be ensured that no revision of pension is done at this stage, on account of the revision of pay.
 - (iv) It may also be ensured that the Institutions which are in a position to fully meet the additional financial impact or the Institutions which are not in a position to meet either 30% or any lesser amount from their internal resources, the revised pay scales are allowed only after adjusting the amount so calculated. It is, therefore, mandatory that the internal resources are strictly and realistically kept in view for this purpose. The Statutory Bodies viz., Finance Committee, Executive Committee etc., should ensure this conditionality.
3. As per para 2 of the Department of Expenditure's OM No. 1/1/2016-E.III(A) dated 13.01.2017, the revised pay scales as per the Pay Matrix, as contained in Part-A of the Schedule of the CCS (RP) Rules, 2016 as well as the principle of pay fixation as contained in the said rules, may be extended to the employees of Central Universities is subject to the following stipulation:-

- (i) The Conditions of service of employees of these organizations, especially those relating to hours of work, payment of OTA etc. are exactly similar to those in case of the Central Government employees.
 - (ii) The revised pay structure shall be admissible to those employees who opt for the same in accordance with the extant Rules.
 - (iii) Deductions on account of Provident Fund, Contributory Provident Fund or National Pension System, as may be applicable, will have to be made on the basis of the revised pay w.e.f. the date an employee opts to elect the revised pay structure.
4. In addition to the above, the following conditions may also be kept in view:-

- (i) The revised Pay and revised rates of Dearness Allowance under this Scheme shall be effective from 01.01.2016.
- (ii) Payment of arrears may be released by Central Universities and Centrally funded Deemed Universities after funds for the purpose is provided by the Ministry of Finance and released to the Universities through the UGC.



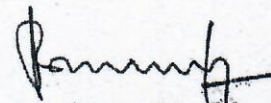
(iii) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary, in the same manner as provided in Ministry of Finance (Department of Expenditure) OM No. 1-5/2016-IC dated 29th July, 2016. A specimen form of undertaking is also enclosed at Annexure-I.

5. It would be necessary to ensure that the final package of benefits proposed to be extended to the employees of autonomous organizations is not more beneficial than that admissible to the corresponding categories of the Central Government employee.

6. Anomalies, if any, in implementation of this Scheme may be brought to the notice of the Department of Higher Education, Ministry of Human Resource Development, for clarification/decision of the Government.

7. UGC may issue suitable instructions to CUs and Centrally funded Deemed Universities, accordingly.

8. This issues in consultation with IFD vide their Diary No. 4332 dated 28.12.2017.



(Surat Singh)

Deputy Secretary to the Government of India
Tel: 011-23381695

Encl: As above.

Copy to:-

1. Secretary, Department of Expenditure, M/o Finance.
2. Integrated Finance Division, Deptt of Higher Education, Ministry of Human Resource Development.
3. Web Master, Ministry of Human Resource Development, for publication on the website of MHRD, hosted by NIC.

UNDERTAKING

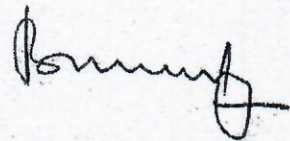
I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay band/grade pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the institute either by adjustment against future payments due to me or otherwise.

Signature _____

Name _____

Designation _____

Date _____

A handwritten signature in black ink, appearing to be 'B. M. Singh', written in a cursive style.

List of 40 Central Universities

Sl. No.	Name of the University
1	MAULANA AZAD NATIONAL URDU UNIVERSITY
2	UNIVERSITY OF HYDERABAD
3	THE ENGLISH & FOREIGN LANGUAGES UNIVERSITY
4	GURU GHASIDAS VISHWAVIDYALAYA
5	UNIVERSITY OF DELHI
6	JAMIA MILLIA ISLAMIA
7	JAWAHARLAL NEHRU UNIVERSITY
8	DR. HARISINGH GOUR VISHWAVIDYALAYA
9	INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
10	MAHATAMA GANDHI ANTARASHTRIYA HINDI VISHWAVIDYALAYA
11	PONDICHERRY UNIVERSITY
12	HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
13	ALIGARH MUSLIM UNIVERSITY
14	BANARAS HINDU UNIVERSITY
15	BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
16	UNIVERSITY OF ALLAHABAD
17	VISVA BHARATI
18	CU OF SOUTH BIHAR
19	MAHATMA GANDHI CENTRAL UNIVERSITY
20	CU OF GUJARAT
21	CU OF HARYANA
22	CU OF HIMACHAL PRADESH
23	CU OF JAMMU
24	CU OF KASHMIR
25	CU OF JHARKHAND
26	CU OF KARNATAKA
27	CU OF KERALA
28	CU OF ORISSA
29	CU OF PUNJAB
30	CU OF RAJASTHAN
31	CU OF TAMIL NADU
32	ASSAM UNIVERSITY
33	TEZPUR UNIVERSITY
34	RAJIV GANDHI UNIVERSITY
35	MANIPUR UNIVERSITY
36	NORTH EASTERN HILL UNIV.
37	MIZORAM UNIVERSITY
38	NAGALAND UNIVERSITY
39	SIKKIM UNIVERSITY
40	TRIPURA UNIVERSITY



ज्ञान-विज्ञान विमुक्तये

डॉ. जितेन्द्र कुमार त्रिपाठी
संयुक्त सचिव

Dr. Jitendra K. Tripathi
Joint Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुर शाह जफ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

दूरभाष Phone : 011-23239200 फ़ैक्स Fax : 011-23238897
E-mail : jitendratripathi.ugc@nic.in

F.No.11-1/2017 (CU)

18th January, 2018

The Registrar (s)
all Central Universities (40)
UGC maintained Deemed to be Universities (8)
The Principal (s)
Delhi Colleges (54)
BHU Colleges (4)

18 JAN 2018

Sub:- Pay revision of the non-teaching employees of the Central Universities (CUs) and Centrally funded Deemed Universities under the administrative control of MHRD/UGC – regarding.

Sir/Madam,

The undersigned is directed to enclose herewith a copy of order No.F.19-62/2017-CU.Cdn. dated 2nd January, 2018 regarding extension of pay revision of the non-teaching employees of the Central Universities (CUs) & Centrally funded Deemed Universities under the administrative control of MHRD.

2. It is to mention in this regard that the Government of India has issued orders regarding revision of scales of pay of Central Government employees, on the recommendations of the 7th Central Pay Commission vide Resolution No.1-2/2016-IC dated 25th July, 2016 and the Central Civil Services (Revised Pay) Rules, 2016 has been notified in Gazette of India Extraordinary Part-II, Section-3, sub-section (i), vide GSR No. 721E dated 25th July, 2016. Subsequently, the Ministry of Finance (Department of Expenditure) vide Office Memorandum No.1-5/2016-IC dated 29th July, 2016 has issued guidelines regarding manner of pay fixation in the revised Pay w.e.f. 01.01.2016. The Government of India has further issued guidelines vide OM No.1/1/2016-E.III(A) dated 13th January, 2017 of the Department of Expenditure regarding extension of the revised scales of pay to the employees of the Quasi-Government organizations, Autonomous Organizations and Statutory Bodies set up and funded/controlled by the Central Government.

3. Accordingly, Ministry of Finance, Department of Expenditure has approved the proposal for adoption of 7th CPC scales for Non-Teaching Staff of all Central Universities and Centrally funded Deemed Universities, under the administrative control of MHRD, subject to the following:-

- (i) The revised pay scales based on the instructions contained in the O.M. No.1/1/2016-E.III(A) dated 13.01.2017 regarding pay revision of employees of Quasi-Government organizations, Autonomous Organizations and Statutory Bodies

J. Tripathi

etc., set up by and funded/controlled by the Central Government may be allowed, in the case of non-teaching staff of Central Universities and central funded deemed universities. However, it may be ensured that only the revised normal replacement pay scales as per Part 'A' of the Schedule of the CCS (Revised pay) Rules, 2016 would be considered, as mentioned in the O.M. dated 13.01.2017.

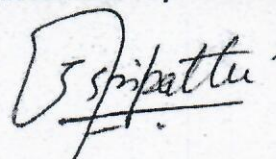
- (ii) Revision of allowances for non-teaching staff would be issued separately.
- (iii) Since, the order dated 13.01.2017 is only for pay scales and not pension, therefore, it may be ensured that no revision of pension is done at this stage, on account of the revision of pay.
- (iv) It may also be ensured that the Institutions which are in a position to fully meet the additional financial impact or the Institutions which are not in a position to meet either 30% or any lesser amount from their internal resources, the revised pay scales are allowed only after adjusting the amount so calculated. It is, therefore, mandatory that the internal resources are strictly and realistically kept in view for this purpose. The Statutory Bodies viz., Finance Committee, Executive Committee etc., should ensure this conditionality.

4. As per para 2 of the Department of Expenditure's OM No.1/1/2016-E.III(A) dated 13.01.2017, the revised pay scales as per the Pay Matrix, as contained in Part-A of the Schedule of the CCS (RP) Rules, 2016 as well as the principle of pay fixation as contained in the said rules, may be extended to the employees of Central Universities is subject to the following stipulation:-

- (i) The Conditions of service of employees of these organizations, especially those relating to hours of work, payment of OTA etc. are exactly similar to those in case of the Central Government employees.
- (ii) The revised pay structure shall be admissible to those employees who opt for the same in accordance with the extant Rules.
- (iii) Deductions on account of Provident Fund, Contributory Provident Fund or National Pension System, as may be applicable, will have to be made on the basis of the revised pay w.e.f. the date an employee opts to elect the revised pay structure.

In addition to the above, the following conditions may also be kept in view:-

- (i) The revised Pay and revised rates of Dearness Allowance under this Scheme shall be effective from 01.01.2016.
- (ii) Payment of arrears may be released by Central Universities and Centrally funded Deemed Universities after funds for the purpose is provided by the UGC.
- (iii) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other



excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary, in the same manner as provided in Ministry of Finance (Department of Expenditure) OM NO.1-5/2016-IC dated 29th July, 2016. A specimen form of undertaking is also enclosed at Annexure-I.

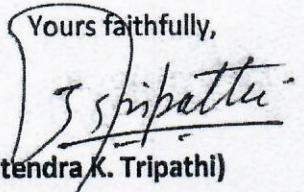
5. It would be necessary to ensure that the final package of benefits proposed to be extended to the employees of autonomous organizations is not more beneficial than that admissible to the corresponding categories of the Central Government employees.

6. The University will allow only replacement scales as indicated in Part "A" of the schedule of the CCS (Revised Pay) Rules 2016 and in no case higher scales (either pre-revised or revised) be allowed either with retrospective effect or in future without prior consent of UGC. The pre-revised scale of a post would be the scale as indicated in the approval communicated by UGC from time to time.

7. Anomalies, if any, in implementation of this Scheme may be brought to the notice of the UGC, for clarification/decision of the Government.

8. This issues with the approval of competent authority.

Encl: As above.

Yours faithfully,

(Jitendra K. Tripathi)

Copy to :-

1. Shri Surat Singh, Deputy Secretary, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110 001
2. PS to Chairman/PS to Secretary/PS to Financial Advisor.
3. JS (DU)
4. JS (DC)
5. US (CU)
6. PO (Website), UGC for publication on the website of the UGC.


(Jitendra K. Tripathi)