

AMU ORDINANCE (EXECUTIVE)

26] Jill No.Admin./LD/4660/NT OFFICE OF THE REGISTRAR (ADMINISTRATION SECTION) ALIGARH MUSLIM UNIVERSITY ALIGARH. Dated 9th December, 1995. NOTIFICATION It has been desired that the system of maintaining Annual Confidential Report of the Non-Teaching Employees, which was in vogue till a few years back be revived. The Annual Confidential Report is important to judge the suitability of an employee for his/her promotion. either on adhoc basis or through Departmental Promotion Committee. The Annual Confidential Report of all categories of Non-Teaching Employees (including Technical) for the current year may please be sent to the Deputy Registrar (Administration-NT) on the performa obtainable from his office. The broad-based relevant guidelines as notified from time to time are as under: - 1. The Character Rolls will be maintained on the basis of Financial Year

2. The entries recorded in the Character Rolls will be kept strictly confidential

3. The Character Rolls must be kept up-to-date and punishments and special commendation should be entered as they occur

4. The name and designation of the reporting officer should be put in Block Letter below his signature

5. The Reporting Officers, Reviewing Officers and Accepting Officers will be as under: - Designation Registrar/F.O./Controller Of Examination & Admissions Officer-on-Special Duty! Deputy Registrars/Assistant Registrars Deputy Controllers/Assistant Controllers Reviewing Officer Reporting Officer Registrar Controller of Examinations & Admissions Pro-Vice-Chancellor Pro.Vice-Chancellor Accepting Officer Vice-Chancellor Vice-Chancellor Vice-Chancellor Deputy Finance Officer/ Finance Officer Assistant Finance Officer Pro-Vice-Chancellor Section Officer equivalent posts in other cadres: - ii. iii. iv. Registrar's Office Finance & Accounts De Controller's Office Other De tts./Offices Re rtin Officer Assistant Registrar Assistant Finance Officer Assistant Controller Chairman Reviewing. Officer Officer-on-Special Duty/ Deputy Registrar Deputy Finance Officer Deputy' Controller Vice-Chancellor Accepting Officer Registrar Finance Officer Controller of Examinations & Admissions Dean Assistants & below including equivalent posts in other cadres: - ii. iii. iv. Note: - Registrar's Office Finance & Accounts Deptt. Controller's Office Other De tts./Offices Re rtin Officer Section Officer Section Officer Section Officer Section Officer Reviewin Officer Asstt. Registrar/Deputy Registrar/OSD Asstt. Finance Officer/Deputy Finance Officer Asstt. Controller/Deputy Controller Officer just above Section Officer Acceptin Officer Registrar Finance Officer Controller of Examinations & Admissions Chairman. The Cases of other offices like the Halls of Residence, Offices of Manager, Lands & Gardens, Purchase Officer, University Health Officer, Property Officer, etc., will be dealt with the Principle as laid down above

6. In case an adverse entry is recorded in the roll of an employee, it should invariably be communicated to him within a period of three months from the date of recording to enable him to make representation against it, if he/she so desires. In case adverse remarks are communicated a note to that effect should invariably be made in the Character Roll as in the following from: - "Adverse remarks communicated through letter No. vide orders of on page of file No. 07. If on the representation of the employee concerned the adverse remarks are expunged, the adverse portion should be struck off in order to make it eligible and a plain paper be pasted on the adverse portion and then a remark to the following effect be made in the C.R. "Adverse remarks expunged vide Orders of of file No. on page The employee concerned may be informed Of the expunction of adverse remarks

08. In case, however, the representation of the employee against the adverse remarks is rejected a note to the following effect be made in the C.R. "Representation against adverse remarks rejected vide orders of of file No. on page The employee 09. As far as possible, the whole entry (both the appreciative as well as critical portions) should be communicated to the employee concerned to enable him to appreciate the fair nature of the appraisal of the Superior Officer. IO. In case divergent views have been expressed by the Reporting Officer and Reviewing Officer, the view of the Accepting Officer will prevail

11. The extent to which on adverse entry has been accepted by the Accepting Officer, the same will be treated as adverse to that extent only

12. In case an Accepting Officer has totally reversed the entry of his subordinate Officers it will remain in the C.R. but will not be communicated

13. In case an adverse entry is communicate to an employee, he should be allowed six week's time to submit his representation against the same. On receipt of representation from the employee concerned, the comments of the Officer who recorded the adverse entry should be obtained and a final decision on the representation in all cases should invariably be taken within three months from the date of the submission of the representation by the employee concerned

14. In cases where Vice-Chancellor is the Accepting Officer, his decision will be final in the representations against adverse entry. In case where the Accepting Officer is other than the Vice-Chancellor, final decision will rest with the next superior authority

15. The C.Rs. should invariably have the following documents also: - (a). Communication or rewards (b). Punishment as result of disciplinary proceedings - T). Warnings (d). Training, acquisition of degrees, papers, researches, publication of books etc. and languages which he knows

16. If an employee is transferred from one office to another, his confidential report, till the date he was relieved from that office will invariably be sent to Administration Section-NT

17. Similar Character Rolls for Class IV employees of the University are required to be maintained. In their cases the remarks will be initially recorded by his immediate superior officer and counter signed by his next higher Officer. No.Admin./LD/4660/NT Copy to :- 01. All Deans of faculties/D.S.W 02. All Principals of Colleges/polytechnics/Schools -Sd- (Dr. H.A.S. Jafri) Registrar Dated 9th December, 1995. 03. 04. 05. 06. 07. 08. 09. IO

11. All Chairmen of the Departments of Studies All Provosts of Halls of Residence/N.R.S.C. All Heads of Offices/Institutes Finance Officer/Controller of Examinations & Admissions All Dy. Registrars/Dy. Finance Officers/Dy. Controllers All Asstt. Registrars/Asstt. Finance Officers/Asstt. Controllers Secretary to Vice-Chancellor/Pro-Vice-Chancellor P.S. to Registrar Guard File. Office of the Registrar, (Councils Section) Aligarh Muslim University, Aligarh. Dated: December 14 , 2013 Office Memo The Vice-Chancellor in exercise of the powers vested upon him under Section 19(3) of the University Act and on behalf of the Executive Council has approved the following: 1. Chapter VI (Sections I to VI) of the University Non-Teaching Employees (Terms & Conditions of Service) Rules, 1972 will be implemented for School Teachers of the Secondary Schools as well as Senior Secondary Schools of the University for the purpose of disciplinary proceedings against the School Teachers of the University

2. The above Rules will be enforced with immediate effect till any new Regulations are framed for the purpose

3. The above Rules shall also be applicable to all the "on going" enquiries against School Teachers as well as future enquiries. The action of the Vice-Chancellor shall be reported in the next meeting of the Executive Council. D. No. (C)/ Copy for information: (Shahruk Shamshad) Group Captain (Retd) Registrar Dated: December , 2013 1. 2. 3. 4. 5. 6. 7. 8

9. All members of the Executive Council Deans of the Faculties/ Dean, Students' Welfare Proctor Principal of Schools Publid Relations Officer Provosts of Halls of Residence/NRSC All Deputy Registrars/Deputy Finance Officers/Deputy Controllers All Asstt.Registrars I Asstt. Finance Officers/Asstt. Controllers Assistant Registrars V.C.'s Secretariat / P.V.C.'s Secretariat 10. P.S. to Registrar/Finance Officer/Controlier of Exams. Reg trar