

OFFICE OF THE REGISTRAR
(ADMINISTRATION SECTION)
ALIGARH MUSLIM UNIVERSITY
ALIGARH.

Dated:24.09.2016

OFFICE MEMO

On the recommendation of the General Selection Committee held on 13.08.2016, the Vice-Chancellor, under Section 19 (3) of AMU (Amendment) Act, 1981 and on behalf of the Executive Council (as per its authorization dated 07.09.2006), has approved the appointment of **Mr. Omar Saleem Peerzada** as Public Relation Officer (against the post of Public Relation Officer vacated by Dr. Rahat Abrar), in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.5400/-plus allowances as admissible under the rules on probation for a period of one year with effect from the date he joins his duties.

He will be governed by the terms and conditions of the services of Non-Teaching employees as laid down in the Chapter XL of the Ordinances (Executive).

Under the University rules, he is required to produce the Physical Fitness Certificate from the Medical Officer of the University or any Medical Officer authorized for the purpose.

Under the general directives of the Executive Council, he is also required to join his duties within four months from the date of issue of this Office Memo, failing which, the offer of appointment will be cancelled.

In terms of the standing orders of the Vice-Chancellor as communicated vide Office Memo No. D.1061/PF dated 08.03.2014, he will be governed under New Pension Scheme and directed to fill up the application for registration of Permanent Retirement Account Number (PRAN) at the time of joining report. No joining report will be entertained without duly filled application form of PRAN. The MIC, Public Relation Office is requested to ensure compliance and send joining report of the employee concerned with duly filled application form of PRAN to AFO (Salary).

No. Admin/ED/ 1121 /NT

SPEED POST

Mr. Omar Saleem Peerzada,
Naaz Villa, Silver Oak Avenue,
4th Lane, Dhorra Mafi,
Aligarh, 202002.
Mob. No. 8439023992

(MOHD APZAL ALI)
ASSISTANT REGISTRAR
(ADMINISTRATION)

Dated: - 24.09.2016

ASSISTANT REGISTRAR
(ADMINISTRATION)

Contd.....

No. Admin/LD/ 6275 /NT

Dated: - 24.09.2016

Copy to:-

1. Deans of Faculties/Dean Students' Welfare.
1. Chairmen of the Departments of Studies/ Head of Offices/ Institutions.
2. Principals of Colleges/ Polytechnics/ Schools.
3. Provosts of Halls of Residence and NRSC.
4. OSD (Development)/Coordinator, Nodal Office for AMU Centres.
5. Proctor/ Member-In-Charges/ Incharge, Dr. Ambedkar Chair of LS & R.
6. Directors/ Coordinators of the Institutes/ Centers/ Units.
7. Officiating University Engineer, Building Department
8. Secretary, University Games Committee.
9. Editor, Muslim University Gazette.
10. University Librarian, Maulana Azad Library.
11. Joint Registrar (Council) for report to E.C.
12. All JR / DR / JFO / DFO/ Joint Controller / Deputy Controller.
13. Assistant Registrars/ Assistant Finance Officers/ Assistant Controllers.
14. Assistant Registrar, Vice-Chancellor's Secretariat./PVC's Secretariat
15. P.S. to Registrar/ Finance Officer / Sr. P.A. to Controller.
16. Computer Cell, Registrar's Office/ Statistical Cell, Registrar's Office.
17. System Manager, Computer Unit, Central Accounts Office.
- ✓ 18. Web Master, AMU Website.
19. Guard file 09

ASSISTANT REGISTRAR
(ADMINISTRATION NT)

M. J. Ali

24.9.16