CIRCULAR

No.D/DE/3316

Dated: 23.5.2018

All Deans of the Faculties/ DSW & Honorary CVO/Proctor, AMU
All Chairmen of the Department of Studies
All Principals of the Colleges/Polytechnics/Schools
All Provosts of Halls of Residence/NRSC
All Directors/Coordinators/ MICs of the Centres/Units/Cells
All Heads of the Offices/Sections
All Joint Registrars/Joint Finance Officers/Joint Controllers
All Assistant Registrars/Assistant Finance Officers/Assistant Controllers
P.S. to Finance Officer/Controller of Examinations
Assistant Registrar, Vice-Chancellor/Pro-Vice-Chancellor's Secretariat

It has been observed that the University employees often complain against each other on trivial / personal issues and later on when the University starts action, they either withdraw the complaint or inform the University Administration that the matter has been settled amicably. However, in the process valuable time of the official(s) is wasted. Recently, in such a case the Vice-Chancellor took serious view and ordered to impose the penalty of ‘withholding of increments of pay’ upon the employee concerned for his act of filing such a frivolous complaint. The Office Memo issued in this regard is photocopied on the reverse side of this circular.

You are requested to bring the content of the Office Memo to the notice of all employees working under your control.

(Prof. Javaid Akhter)
OFFICE MEMO

1. A letter No.D/DE/3177 dated 17.3.2018 was issued to Mr. Shahid Ali, MTS (Office Attendant), Saiyyid Hamid Senior Secondary School (Boys) through which he was given an opportunity to make such representation as he may wish to make, within 15 days, against the proposed minor penalty of withholding one annual increment to be imposed on him for his acts of (i) wasting precious time of the officials by filing a complaint of financial duping against Mr. Abdul Salam, MTS (Lab Attendant), Saiyyid Hamid Senior Secondary School (Boys) & Mr. Ahmad Hasan, an employee of the office of Controller of Examinations, that too on such a matter which was nothing more than a personal between these people (ii) non-cooperation with the Committee constituted by the Principal, Saiyyid Hamid Senior Secondary School (Boys) to look into his complaint.

2. Mr. Shahid Ali returned the aforementioned letter on 27.3.2018, and stated that:-

"Imposing the minor penalty regarding withholding of increments of pay upon me may not be made as I am grade 'D' MTS O.A. employee of this University having responsibility of my family members. The matter is related to the SBI, AMU Branch and will be decided at his end. I withdraw my all applications submitted by me in the AMU for enquiry and I submit my apology again."

3. The matter was again placed before the Vice-Chancellor who, after having considered the reply / version / representation of Mr. Shahid Ali as quoted above, found the same as unsatisfactory and ordered that the minor penalty as proposed in the letter dated 17.3.2018 be inflicted upon Mr. Shahid Ali.

4. Accordingly, one annual increment of Mr. Shahid Ali is hereby withheld with cumulative effect in terms of proviso (iv) of Clause 53 of Section-III of Chapter-XL of the Ordinances (Executive).

(Dr. Salik Ahmad Siddiqui)
Joint Registrar
D.E. Section

Copy to:

1. Mr. Shahid Ali, MTS (Office Attendant), Saiyyid Hamid Senior Secondary School (Boys).
   **Through: Officiating Principal of the School.**
2. Officiating Principal, Saiyyid Hamid Senior Secondary School (Boys).
3. Finance Officer, AMU.
4. Joint Finance Officer (Salary) / (Budget) / (P.R. Cell)
5. Joint Registrar (Records) / (SB & PS)
6. A.R., VC's Secretariat - for information of the VC.
7. Sr. PA to Registrar - for information of the Registrar.