Office of the Registrar  
(General Section)  
Aligarh Muslim University  
Aligarh  
Dated: 26.12.2018

**CIRCULAR**

As per the resolution of Executive Council dated 11.11.2018 (printed overleaf) and directions of the competent authority thereto in the light of matter that a large no of University employees entitled for getting the uniform / livery and availing monthly washing allowance are not wearing proper uniform while reporting on duty. Besides this, several complaints have also been reported in this regard from time to time.

It may be noted that a uniform provides a sense of pride and bonding to one another and also adds reputation and dignity to the Department/Office and to the personality of the staff too.

In view of the above facts all heads of Departments/Offices are requested to pass necessary instructions to their staff with regard to wearing of authorized and designated uniform. Thereafter as deemed fit by the concerned head verbal or written instructions to be given to the non-adhering employees to improve their approach & mindset and also to clearly apprise them that the failure to comply with these instructions will carry punitive administrative action.

Repeated defaulters and persons still not complying after all these efforts are to be reported to the Registrar’s office for further necessary action.

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*(Abdul Hamid)*  
IPS  
Registrar;

**Distribution:**

1. All Deans of the faculties/DSW,
2. All Chairmen of the Departments of Studies
3. All Directors/Coordinators of the Institutes/Centres/Off Campuses etc.
4. All Principals of Colleges/Polytechnics/Schools,
5. All Heads of the Offices/Sections/Cells/Units
6. Assistant Registrar, VC/PVC’s Secretariat
7. PA/PS to Registrar/Controller/Finance Officer
Item No. 03: REPORT OF THE ACTIONS TAKEN BY THE VICE-CHANCELLOR ON BEHALF OF THE EXECUTIVE COUNCIL:

Schedule (A): Categories of actions taken under Section 19(3) of the University Act.
Schedule (B): Categories of actions taken under authorization

The Council noted and recorded the orders passed by the Vice-Chancellor on behalf of the Executive Council as reported in Appendix-B to Item No. 3, Schedule (A): Categories of actions taken under Section 19 (3) of the University Act and Schedule (B): Categories of actions taken under authorization with the following observations:-

Appendix-'B' to Item No.3
(Page No. 306-307 of Schedule 'B'-Vol.-II)

Prof. Aftab Alam raised the issue of MTS Staff who are getting livery but do not wear. The Vice-Chancellor asked the Registrar to issue an advisory circular to the Heads of the Department for strict adherence.

Office of the Registrar
(Councils Section)
Aligarh Muslim University
Aligarh

D.No.(C)/785

November 26, 2018

Copy forwarded to the following for information and necessary action:-

1. Joint Finance Officer (Purchase) with request to kindly take further follow up action in the matter
2. Joint Registrar (Accounts)
3. Joint Registrar (Admin-NIT)
4. Assistant Registrar (Vice-Chancellor’s Secretariat)/(Pro-Vice-Chancellor’s Secretariat)
5. P.S. to Registrar for kind perusal of the Registrar

(Dr. Nazim Husain Jafri)
Joint Registrar
(Councils Section)