



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi-110062

Phone : 011-26059688 (12 Lines)

Website: www.jamiahamdard.edu

D.No. Estab./LD/2024/1016

Dated: 13/08/2024

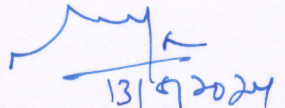
OFFICE ORDER

This has reference to the Office Order No. JH/RO/Fin/2023/00/56 dated 09.11.2023, for exercising a necessary undertaking at the time of acceptance of promotion/MACP by each individual employee of Jamia Hamdard.

In this regard, it is to inform that a single "Form of Option along with the Undertaking" has been developed to submit their form of option & undertaking regarding refund/adjustment of excess payment after Promotion/ MACPS (enclosed herewith).

Henceforth, all employees are hereby informed to submit this revised "Form of Option & Undertaking Regarding Refund/Adjustment of Excess Payment" after promotion/MACPS with in a period of 30 days of receipt of the Order of Promotion/MACPS.

Issued for strict compliance please.


(Dr. M.A. Sikandar)
Registrar

Copy to:

1. All teaching and non teaching employees (by email)
2. All Deans/HoDs/Directors of the Centres/Sectional Heads
3. Finance Officer/CoE/Director- IQAC
4. University Website (through In-charge HAH CIT)
5. AR/Secretary to VC
6. SPA to Registrar
7. Guard File