



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/2024/1732

Dated: 16/12/2024

NOTIFICATION

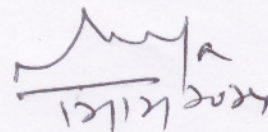
On attaining the age of superannuation, the following employees shall retire from the services of Jamia Hamdard in the year 2025. The retirement will be effective from the afternoon of the date as mentioned against the names of each employee.

S.N.	Emp. ID	Name	Department	Age of Superannuation	CPF / GPF	Date of Birth	Date of Retirement
1	602	Mr. Muzaffar Hasan Shamsi Assistant Engineer (Civil)	Engg. & Maintenance	60	GPF	16/03/1965	31/03/2025
2	553	Mr. Abdul Aziz Attar	Majeedia Unani Hospital, SUMER	60	GPF	01/04/1965	31/03/2025
3	188	Mr. Mohd. Sirajuddin Helper	Finance Section	60	GPF	11/03/1965	31/03/2025
4	287	Mr. Nadim Uddin Laboratory Technician (Senior Scale)	Dept. of Mahiyatul Amraz, SUMER	60	GPF	02/04/1965	30/04/2025
5	344	Mr. Zeelani Khan Nursing Attendant	HAHC Hospital, HIMSR, JH	60	GPF	07/04/1965	30/04/2025
6	473	Mr. Mohd. Hashim Senior Laboratory Assistant	Dept. of Pharmaceutical Chemistry, SPER	60	GPF	09/05/1965	31/05/2025
7	1246	Mr. Muhammad Baksh Helper	Scholar House	60	CPF	20/05/1965	31/05/2025
8	433	Mr. Masroor Hassan Assistant Registrar	Purchase Section (Central Purchase & Store)	60	GPF	01/07/1965	30/06/2025
9	349	Ms. Husan Jahan Nursing Attendant	Majeedia Unani Hospital, SUMER	60	GPF	05/06/1965	30/06/2025
10	444	Prof. Vidhu Aeri Professor	Dept. of Pharmacognosy & Phytochemistry, SPER	65	GPF	17/07/1960	31/07/2025
11	478	Prof. (Dr.) Shibli Jameel Ahmed, Professor	Dept. of Pharmacology, SPER	65	CPF	17/07/1960	31/07/2025
12	545	Dr. Shehla Nazir Assistant Professor	Dept. of Munafeul Aza, SUMER	65	GPF	15/07/1960	31/07/2025
13	289	Mr. Qaseem Khan Laboratory Technician (Senior Scale)	Majeedia Unani Hospital, SUMER	60	GPF	03/07/1965	31/07/2025
14	402	Mr. Mueed Ahmad Section Officer	Establishment Section	60	GPF	30/08/1965	31/08/2025

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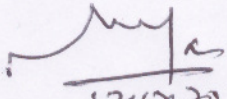
S.N.	Emp. ID	Name	Department	Age of Superannuation	CPF / GPF	Date of Birth	Date of Retirement
15	493	Mr. Zafar Khan Section Officer	DSW Office	60	GPF	15/08/1965	31/08/2025
16	398	Prof. (Dr.) Haider Ali Khan Professor	Dept. of Med. Elem. & Toxicology, SCLS	65	GPF	10/09/1960	30/09/2025
17	307	Mr. Mohammad Ajmal Abbasi Section Officer	Centre for Distance & Online Education CDOE	60	GPF	19/09/1965	30/09/2025
18	368	Mr. Ayaz Ahmad Nika Computer Operator	HAHCIT (Computer Centre)	60	GPF	17/09/1965	30/09/2025
19	295	Mr. Rajan Edwin Singh X-Ray Technician	Majeedia Unani Hospital SUMER	60	GPF	14/09/1965	30/09/2025
20	604	Mr. Azhar Ali Khan Assistant Engineer (Electrical) / Officiating Executive Engineer	Engg. & Maintenance	60	GPF	01/12/1965	30/11/2025

2. The employee concerned are requested to ensure that they have submitted all the prescribed form(s) of nomination, such as Family Declaration, Gratuity, CPF/GPF/NPS as the case may be, to the Establishment Section.
3. The employee concerned may process for No Dues Certificate at least one month prior to the date of his/her retirement.
4. The employee concerned may check his/her service book at least two months before the date of his/her retirement for update, if any.
5. Head of the Department(s) shall ensure that, process for handling/taking over charge of such employees is initiated prior to the date of retirement.
6. Finance Section shall facilitate to provide the requisite set of Forms/Proforma for processing pension cases, (CPF/GPF/NPS), as the case may be, as per admissibility/rules governing to the employee concerned, at least one month prior to the date of their retirement.
7. Establishment Section will also verify the service book and personal file of employee concerned, who are retiring and left out entries, if any, be intimated to the individual well in advance, so that desired formalities could be completed, to avoid hardship to the employee in processing his/her pensionary and other retirement benefits, as admissible.
8. In cases, where Reporting/Reviewing Officers are scheduled to retire before 31st December or immediately, in such cases, the APARs/ACRs of self and subordinate(s) should be completed at least 15 days before the due date of retirement.


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9. Estate Section shall initiate process for vacation of quarters from those employee(s) who are in occupation of Jamia Hamdard accommodation, at least one month prior to their retirement, as per rules.
10. The employee(s) as mentioned in the order at S.No. 05 who shall superannuate from HIMSR/HAHCH, their retirement benefits will be settled as per decision of FC 61(19) and BoM 13(8) i.e. upto 31-07-2016 from Jamia Hamdard and from 01-08-2016 onwards from HIMSR/HAHCH.

Authority: Approval of the Vice-Chancellor dated 02-12-2024.


12/12/2024
(Dr. M.A. Sikandar)
Registrar

Distribution:

1. All concerned
2. All Deans/HoDs/Unit/Section(s) Incharge
3. Finance Officer (Offg.)
4. OSD (Estate & Security)
5. AR/Secretary to VC
6. Sr. PA to the Registrar
7. Incharge HAHCHIT – with the request to forward this notification to all email users of Jamia Hamdard.
8. Guard File