

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
 MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)



F.No. MANUU/ER-I(B)/F.110/2018/1909

27th March 2018

**NOTIFICATION**

The Executive Council in its 63rd Meeting held on 7th September 2017, vide Resolution No.63.4 (3) noted that the matter regarding framing of its own rules and regulations, *regulating the service conditions of University employees was considered by the EC in its 27<sup>th</sup> meeting held on 22.11.2008*, wherein it was placed on record that since inception, the University has been following Government of India rules and UGC guidelines on various administrative and service matters, pending framing of its own Rules. Hence it was resolved in the 27th EC meeting to adopt the CCS (CCA) Rules in dealing with various disciplinary matters for all its employees.

2. The EC, therefore, **resolved** to reiterate its earlier decisions to follow Govt. of India rules, regulations and guidelines on service matters including CCS (Conduct) Rules and CCS (CCA) Rules *mutatis-mutandis* for all its employees. According to Section 2(h) of the University Act 'Employee' means any person appointed by the University and includes teachers and other staff of the University.

3. The EC, its 67th Meeting held on 26.3.2018, vide Resolution No. 67.4.7 resolved that the competent authorities for various Appointments of employees, Disciplinary Action and Appeals/Review as required under CCS (CCA) Rules, 1965 shall be as under:-

**Competent Authorities for Appointments, Disciplinary Action and Appeals/Review for University Employees (Teaching & Non-Teaching)**

S. No.	Classification of posts	Appointing Authority	Authority competent to impose penalties under CCS (CCA) Rules		Appellate Authority	Reviewing Authority
			Minor Penalties	Major Penalties		
1.	Group C (Non-Teaching Staff)	Registrar	Registrar	Registrar	Vice-Chancellor	Executive Council
2.	Group B (Non-Teaching)	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Executive Council	Executive Council
3.	Group B (Non-Teaching/ teaching staff of ITIs, Model Schools)	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor	Executive Council	Executive Council
4.	Group A (Non-Teaching) Including statutory posts	Executive Council	Executive Council	Executive Council	Executive Council	Executive Council
5.	Group A (Teaching & Other Academic Staff)	Executive Council	Executive Council	Executive Council	Executive Council	Executive Council

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4. The EC further resolved that the forms and contents of appeal, period of limitation of appeal (time Limit) etc. for preferring Appeal shall be as prescribed in the CCS (CCA) Rules.

5. The classification of posts in the University under CCS (CCA) Rules, 1965 as applicable to University employees in terms of DoPT, GoI, O.M. No.11012/10/2016-Estt.A-III dated 08.12.2017 is as follows :

S#	Description of posts	Classification of posts
1.	A post carrying the pay in the Pay Matrix at the Level from 10 to 18	Group A
2.	A post carrying the pay in the Pay Matrix at the Level from 6 to 9	Group B
3.	A post carrying the pay in the Pay Matrix at the Level from 1 to 5	Group C

6. Notwithstanding the above provisions, under Section-33 of the University Act, every employee of the University or Institution maintained by the University shall have a right to appeal within a period of *sixty days* to the Executive Council against the decision of any officer (statutory officer) or authority (statutory authorities) of the University or of Institutions, as the case may be, and thereupon, the Executive Council may confirm, modify or reverse the decision of appealed against.

7. The form and contents of the appeals to be preferred by an University employee shall conform Rule 26 of CCS (CCA) Rules, 1965 and should contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

  
27/3/18  
REGISTRAR

Copy to :

1. All Deans of School of Studies/Dean-STC/Dean-Academics/University Librarian
2. All Heads of Departments, Director of Centres, Principals of CTEs/Polytechnics/ITIs/Model Schools
3. Sectional Heads (Non-Teaching)
4. Office of VC/PVC/Registrar
5. Director-CIT (with a request to upload the Notification on the website)