



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.ac.in](http://www.jamiahamdard.ac.in)

D. No. Estab./LD/2025/ 1586/01

Dated: 25 / 11 / 2025

**CIRCULAR**

**Sub.: Adoption and Implementation of DoPT guidelines on Periodic Review under FR-56(j)/(I) and Rule 42 of CCS (Pension) Rules, 2021- Reg.**

The Department of Personnel & Training (DoPT), Government of India, vide its O.M. Nos. 25013/03/2019-Estt.A-IV dated 28-08-2020, F. No. 31011/14/2023-Estt.A-IV dated 03-04-2023, and F. No.25013/01/2024-Pers.Policy A-IV dated 27-06-2024 & 26-07-2024, has issued detailed guidelines for undertaking periodic review of employees for strengthening administrative efficiency under the provisions of Fundamental Rule 56(j)/(I) and Rule 42 of CCS (Pension) Rules, 2021 (erstwhile Rule 48 of CCS Pension Rules, 1972).

2. The Competent Authority of the Jamia Hamdard has approved adoption & implementation of the above DOPT guidelines to ensure that the administration functions efficiently in the public interest and directed that periodic review of employees be undertaken regularly to identify such employees who:

- have doubtful integrity, or
- are found ineffective or
- unfit to continue in service,

3. Establishment Section, Jamia Hamdard shall take necessary steps for execution of periodic review in accordance to the aforesaid DOPT guidelines and shall:

- a) Obtain a list of employees due for review as per point-2 above from the respective Deans/Directors/Heads of Departments/Sections/Units on quarterly basis.
- b) Maintain a register/list of employees:
  - (i) who are due to attain the age of 50/55 years or complete 30 years of qualifying service, whichever is earlier.
  - (ii) who have been issued show cause notices/ advisories/ warning or other integrity-related observations, if any.
  - (iii) who are on continuous absence or unauthorized leave.
- c) Undertake quarterly review of such employees as per the time schedule prescribed in DoPT OM dated 28-08-2020 and ensure completion of the exercise, preferably, by the 10<sup>th</sup> day of the first month of each quarter.
- d) Ensure that the service records, ASAR/ Performance Assessment Report (in case of teachers) and APAR/ACR dossiers (in case of non-teaching staff), vigilance inputs, attendance, conduct reports including show cause notices/ advisory/ warnings etc if any, are properly compiled for submission to the Review Committee.
- e) Place all complied data / details before the duly constituted Review Committee(s).

4. It is pertinent to mention that the exercise is an administrative review undertaken in accordance with DoPT guidelines and shall not be treated as a disciplinary action. The sole purpose is to improve efficiency, integrity, and accountability in the University functioning.

5. Therefore, all Deans/Directors/Heads of Departments/Sections/Units are hereby informed to extend cooperation and furnish the required information to Establishment Section in a timely manner. Non-submission or delay in providing requisite information within the stipulated time shall be viewed seriously.

6. The matter shall be reported in upcoming meeting of Executive Council for ratification.

Authority: Approval of Vice-Chancellor dated 04-11-2025 & 12-11-2025.

(Col. Tahir Mustafa)  
Registrar

**Copy to:-**

1. All Deans of Schools/Heads of the Departments/Directors/In charge-Units
2. Chief Proctor/Dean Academics/DSW/Provost (Boys/Girls)
3. Finance Officer/Controller of Examination (CoE)/
4. In-charge HAH CIT- to upload it on JH website
5. A.R./Secretary to VC/ Sr. P.A. to Registrar
6. Guard File