

MAULANA AZAD EDUCATION FOUNDATION

(Ministry of Minority affairs)

File No. MAEF/ADMIN/2020/7

6 November, 2020

OFFICE ORDER

Sub: Work allocation among S.R.O. / S.O. /A.O. / Accountant etc.

Keeping in view the administrative exigencies and to make the officers familiar with the entire functioning of the Foundation, it has become necessary to re-allocate the work amongst the officers and staff as under with immediate effect:

1. Shri Zubair Ahmad, S.R.O.

- Vocational Training Centre
- Legal and Court Matters
- Policy Making
- Research and Development
- Publication work and Library
- RTI matters
- Public Grievances and VIP references

2. Shri Sayed Jamal Ali, A.O.

- Planning and Supervision of Scholarship Scheme (Particularly release of Scholarship and other matters)
- Income Tax Matters
- Corpus Fund
- Committee on Establishment of Education Institutions for Educationally Back ward Minorities
- Annual Accounts
- Audit Reports
- CAG , CBI Matters
- Reply to Parliamentary Standing Committee and other Parliamentary matters
- National Institute at Alwar

✓ 3. Shri Mujeeb Hashmi, S.O.

- All proposals under Grant-in Aid Scheme
- Publicity Matters
- Meetings of Governing Body
- Seekho aur Kamao Scheme (20,000/ 9500 for PIA/ 1500)and GNES Scheme (Submitted through Mr. Shakeel Ahmad)
- Seekho aur Kamao- 9500 for Government Organizations
- AMU
- Madarsa Teachers Training
- Bridge Course
- IT Cell



3. Shri Shakeel Ahmad, UDC, Admin

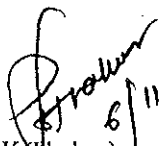
- Admin/HR
- Swachh Vidyalaya Initiative
- RTI Matters as PIO
- Seekho aur Kamo, MANAS (Through Mr.Mujeeb Hashmi)
- Seekho aur Kamao MAEF -- 20,000/ 9500 for PIA /1500 (Through Mr.Mujeeb Hashmi)
- GNES(Through Mr.Mujeeb Hashmi)
- Hindi Bhasha- Matters
- Meetings of Sub Committee
- Meeting of General Body
- File Management, record Keeping and maintenance

4. Shri Salman Khaleeq, Accountant

- Accounts
- Bills
- Petty Cash
- Annual Report
- PFMS
- Reconciliation with Bank for pending liabilities of MAEF
- PPF Subscriptions of MAEF employees

The above officials could be assigned any other work by the Secretary or Higher Authority.

Accordingly, all are directed to takeover and handover the respective charges immediately by clearly indicating the job performed and pending one including the action plan for the current year. Further any important work presently under process need to be completed quickly in their new position and handover the work to the officer concerned. They are also expected to prepare a list of job to be attended on priority basis keeping in view of the changing role of the Govt. and its commitment to fulfil the promises made to the public.


(PK Yhakar) 6/11/20
Secretary

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1. PS to Hon'ble Minister for Minority Affairs