



MAHARSHI DAYANAND UNIVERSITY ROHTAK

(Established under Haryana Act No. XXV of 1975)
'A+' Grade University accredited by NAAC

ADMINISTRATIVE STAFF COLLEGE

NOTICE

The Administrative Staff College is organizing a Lecture on Health Awareness, especially for the Staff engaged for cleanliness work either through Outsourcing Agency or by the University on 19.6.2019 from 3.00 p.m. onwards at IHTM Conference Hall. The purpose of organizing this Lecture is to make them aware about the Health Issues and to minimize Health Hazards while at work.

Therefore, the Executive Engineer (C-I) and Deputy Registrar (Gen. Admn.) are requested kindly to direct all the staff engaged for cleanliness work either through Outsourcing Agency or by the University to attend the programme on the scheduled date and time. The attendance of all the Staff engaged in cleaning and sweeping is must. Absence from the programme shall be viewed seriously by the University Authorities.

[Handwritten Signature]
11.6.2019

Course Coordinator
Administrative Staff College

Endst.No.ASC/RO/2019/200-274

Dated: 11.06.19

A copy of the above is forwarded to the following with the request to get the above contents of the notice noted from all the staff engaged for cleanliness work under their control and relieve them to attend the programme:

1. All the Heads of University Teaching Departments, M.D. University, Rohtak.
2. All the Branch/Controlling Officers, M.D. University, Rohtak.
3. The Director, Institute of Hotel & Tourism Management, M.D. University, Rohtak with a request to reserve Conference Hall for the purpose.
4. The Executive Engineer (C-I), M.D. University, Rohtak.
5. The Deputy Registrar (Gen. Admn.) M.D. University, Rohtak with a request to arrange refreshment for the participants.
6. OSD to Vice-Chancellor/Registrar for kind information of the Vice-Chancellor/ Registrar, M.D. University, Rohtak.
7. P.A. to Dean, Academic Affairs/Controller of Examinations for kind information of the Dean, Academic Affairs/Controller of Examinations, M.D. University, Rohtak.

[Handwritten Signature]
11.6.2019

Course Coordinator
Administrative Staff College