



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited A+ Grade

MOST URGENT
TIME BOUND

Ucc-9761
23/8/24

No.CB-V(b)/ATR/2024/_____

Dated: _____

REMINDER-II

The Director/Principal of
All the Colleges/Institutes
affiliated to M.D. University, Rohtak.

Sub:- Regarding submission of Annual Teacher/Administrative Staff Return by 31.08.2024

This is in continuation to this office letter No.CB-V(b)/ATR/2024/6252-6491 dated 09.07.2024 and subsequent reminder dated 30.07.2024 vide which you were asked to submit the Annual Teacher/Administrative Staff Return on the prescribed proforma.

You are, therefore, once again asked to submit the Annual Teacher/Administrative Staff Return **duly signed & stamped hard copy** as per prescribed proforma, well in time latest by 31.08.2024 positively. Please ignore it, if the same has already been submitted.

Sr. No	Name of Staff Member with Father Name (Teaching/Administrative Staff)	Post held (with subject, if any)	Date of Birth	Date of Joining	Appointment through duly constituted Committee (Yes/No)	Eligibility conditions fulfilled (Yes/No)	Approval of the selection proceedings (Yes/No) if yes, provide No. & Date	Individual approval of the appointment (Yes/No) if Yes, provide No. and Date
1	2	3	4	5	6	7	8	9

This may be treated as **MOST URGENT and TIME BOUND.**

Yours Sincerely

Superintendent (Colleges)
For D.C.D.C.

Endst. No. CB-V(b)/ATR/2024/ 13420 Dated 22-8-24

✓ Copy of the above is forwarded to the Director, U.C.C., M.D.U. Rohtak with the request to upload the same on the University Website without any delay.

Deepak Kumar
23/8/24
Superintendent (Colleges)
For D.C.D.C.