



# MAHARSHI DAYANAND UNIVERISITY ROHTAK

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

'A+' Grade University Accredited by NAAC

No. FO/Remu/2019 5496-97

Dated 28-10-18

To

All the Heads of Deptts./Branch Officer,  
M.D. University,  
Rohtak

**Sub: Payment of remuneration bills of outsource staff regarding examination duty**

Sir,

It is to inform you that the matter regarding payment on account of remuneration to the staff engaged through outsourced agency and who are put on examination duty has been considered by the authorities and it has been decided that where the duties to conduct the examination are to be assigned, all efforts may be made to get the same through the regular staff of the Deptts. /Office. If still the staff falls short, then the staff provided through outsource agency may be given this job.

Further, first part of the bill may be prepared for payment of remuneration relating to the regular staff as usual, the second part may be prepared for the payment to the HODs'/Branch Officer for disbursement to the outsourced staff. The HODs'/Branch Officer shall claim the total admissible amount according to the pre-receipt, APR's received from the outsourced staff. Accordingly the Accounts Branch shall pass the admissible payment in favour of HODs'/Branch Officer who shall disburse the same after maintaining the proper record and making the entry in a separate register maintained for disbursement of this amount by the Deptts./office.

You are, therefore, requested to kindly prepare the remuneration bill accordingly.

Yours faithfully,

*Kanejs*  
*24/10/18*

**Dy. Superintendent (Remu.)  
For FINANCE OFFICER**

C.C.: The President, Non-teaching Association, M.D.University, Rohtak