



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

NAAC Accredited A+ Grade

**MOST URGENT
TIME BOUND**

No.CB-V(b)/ATR/2023/

Dated:

Ucc-4730
21/07/23

REMINDER

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

Sub:- Regarding submission of Annual Teacher/Administrative Staff Return by 31.08.2023

Sir/Madam,

This is in continuation to this office e-mail(s) dated 08.01.2022, 09.02.2022 and letter No.CB-V(b)/ATR/2023/10185-10415 dated 28.06.2023 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 in **Excel File (Soft Copy)** as well as **a duly signed & stamped hard copy of the same** as per proforma given below, well in time latest by 31.08.2023 positively. If, the same has already been sent, it may be ignored.

Sr. No	Name of Staff Member with Father Name (Teaching/Administrative Staff)	Post held (with subject, if any)	Date of appointment	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/2023/ 11917 Dated 21-7-2023

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.

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