



# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

NAAC Accredited A+ Grade

**MOST URGENT**  
**TIME BOUND**

Ucc-1754  
28/7/25

No.CB-V(b)/ATR/2025/

Dated: \_\_\_\_\_

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

**Sub:- Regarding submission of Annual Teacher/Administrative Staff Return by 31.08.2025**

As per Statute-38 Clause-15(b) of Maharshi Dayanand University Calender Volume-I, the College(s)/Institute(s) shall provide time bound update in the status of Human Resources (Teaching + Administrative) upto August, 31 each year in the format of Annual Teacher/Administrative Staff Return.

Therefore, I have been directed to ask you to submit Annual Teacher/Administrative Staff Return **duly signed & stamped hard copy** as per prescribed proforma, well in time latest by 31.08.2025 positively, failing which the matter shall be reported to the University authorities for initiating action against your institute in accordance with the Statute-38 of M.D.U. Act.

Sr. No	Name of Staff Member with Father Name (Teaching/Adm inistrative Staff)	Post held (with subject, if any)	Date of Birth	Date of Joining on the present post	Appointment through duly constituted Committee (Yes/No)	Eligibility conditions fulfilled (Yes/No)	Approval of the selection proceedings (Yes/No) if yes, provide No. & Date of approval letter	Individual approval of the appointment (Yes/No) if Yes, provide No. and Date of approval letter
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/2025/ 10362

Dated 28-7-25

✓ 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.

G. S. Singh  
28/7/25

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

Deepak Kumar  
28/7/25