



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

NAAC Accredited A+ Grade

MOST URGENT
TIME BOUND

Uce-1968
25/08/25

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

This is in continuation to this office letter No.CB-V(b)/ATR/2025/10113-10361 dated 28.07.2025 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 Annual Teacher/Administrative Staff Return **duly signed & stamped hard copy** as per prescribed proforma, well in time latest by 31.08.2025 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 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/ 11676 Dated 21-8-25

✓ 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.

Trinder Kumar 21/8/25
Superintendent (Colleges)
For D.C.D.C.

G. Suman
26/8/25

CD