



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No. ET-2/18/M-34 272-320
Dated: 16/01/2018

To

✓ All Heads/Directors of University Teaching Departments/Institutes
M.D. University,
Rohtak.

Sub: Handing over of the charge by Heads of the Departments.

Sir/Madam,

It has been noted by the authorities that as and when a Head of the Teaching Department proceeds on any kind of leave or is out of station at times, he/she does not necessarily hand over the charge to the next senior most colleague. It is not a healthy practice. It has been desired by the Vice-Chancellor that wherever a Head of the Department is on leave or out of station, he/she will hand over the charge to the senior most eligible teacher in the Department. In case of non availability of the senior teacher in the Department, the Dean of the concerned faculty be requested to take care of the Department.

Yours faithfully,


Deputy Registrar(Estt-T)
For Registrar

Endst. No. ET-2/2018/M-34/_____

Dated:_____

Copy of above is forwarded to all the Set Incharges(ESTT-T) for information and further necessary action.

Sd/-
Deputy Registrar (Estt-T)
For Registrar