



# MAHARSHI DAYANAND UNIVERSITY ROHTAK

(Established under Haryana Act No. XXV of 1975)  
'A' Grade University accredited by NAAC

## ADMINISTRATIVE STAFF COLLEGE

### NOTICE

It is notified for information of all Controlling/Branch Officers that a Lecture on maintenance of various Accounting Books like Cash Registers, Demand & Collection Registers etc. by Shri Mukesh Bhatt, Finance Officer, has been arranged on 16.03.2020 at 3.30 PM for the Assistants and Clerk-cum-JDEOs of the University.

As per orders of the University Authorities, all the Controlling/Branch Officers are requested to advise all the Assistants and Clerk-cum-JDEOs, working in the University, to attend the said programme on 16.03.2020 at 3.30 PM onwards in the Conference Hall of the Institute of Hotel & Tourism Management. **Attendance is compulsory and to be reported to the authorities.**

*11.3.2020*

Course Coordinator  
Administrative Staff College  
**Coordinator**  
**Administrative Staff College**  
M.D. University, Rohtak

Endst.No.ASC/RO/2020/ 25-64

A copy of the above is forwarded to the following with the request to get the above contents noted from all the Assistants and Clerk-cum-JDEOs working under their control and relieve them to attend the programme:

1. All the Heads/Directors of University Teaching Departments, M.D. University, Rohtak.
2. All the Branch/Controlling Officers, M.D. University, Rohtak.
3. The Director, Institute of Hotel & Tourism Management, M.D. University, Rohtak with a request to reserve Conference Hall for the purpose *free of charge*.
4. The Deputy Registrar (Gen. Admn.) M.D. University, Rohtak with a request to arrange refreshment for the participants.
5. OSD to Vice-Chancellor/Dean, Academic Affairs/Registrar/ for kind information of the Vice-Chancellor/Dean, Academic Affairs/Registrar, M.D. University, Rohtak.
6. P.A. to Controller of Examinations for kind information of the Controller of Examinations, M.D. University, Rohtak.

*11.3.2020*

Course Coordinator  
Administrative Staff College  
**Coordinator**  
**Administrative Staff College**  
M.D. University, Rohtak