



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

NAAC Accredited A+ Grade

MOST URGENT
TIME BOUND

Ucc-9463
10/07/24

No.CB-V(b)/ATR/2024/_____
Dated: _____

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

Sub:- Regarding submission of Annual Teacher/Administrative Staff Return by 31.08.2024

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 31.08.2024 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	Appointment through duly constituted Committee (Yes/No)	Eligibility conditions fulfilled (Yes/No)	Approval of the selection procedin gs (Yes/No) if yes, provide No. & Date	Individual approval of the appointme nt (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/2024/ 6492 Dated 9-7-24

✓ 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...
19/2

Deepak Kumar
Superintendent (Colleges)
For D.C.D.C. *9/7/24*

CO