



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

NAAC Accredited 'A' Grade

Most Urgent

To

✓ All Heads of Depts/
Branch officers,

M.D.University, Rohtak

No. EN-10/2015/M-225/11479-11578

Dated: 4-8-2015

Sub: Introduction of Electronic File Tracking System.

Sir/ Madam,

It is to inform you that the University is going to introduce the electronic file tracking system in its all Departments/ Branches/ Offices. To make system effective, the University Computer Centre will provide training to the concerned staff by uploading the software as per schedule enclosed. You are, therefore, requested to make necessary arrangements for holding the training as per schedule in the concerned departments/ branches/ offices.

Encl: As above

Yours faithfully

M. M. M. M.
4-8-15
Superintendent (Estt NT)

e-file tracking training schedule

Date	9:30 a.m. to 10:30 a.m.	11:00 a.m. to 12:00 noon.	12:30 p.m. to 1:30 p.m.	2:30 p.m. to 3:30 p.m.	4:00 p.m. to 5:00 p.m.
05.08.15	<p>Admn. Blk. Ground floor Blk. A, Registrar office, DAA office – Yashpal Venue: Registrar committee room Blk. B, VC office – Vikas Venue: VC Committee room</p>	<p>Admn. Blk. First Floor Vikas Venue: A/c Branch</p>	<p>Admn. Blk. Second Floor Blk. A – Yashpal Venue: Audit Branch Blk. B – Vikas Venue: Gen. Branch</p>	<p>All the offices/Deptt. in DDE Bldg. – Vikas Venue: DDE All the offices in Parksha Sadan- Yashpal Venue: Result-I branch</p>	<p>All the Deptts. Under Life Sc. – Yashpal Venue: Centre for Bio-Tech. Physics, Statistics, Geog., Hindi, History, Pharm. – Vikas Venue: Deptt. of Physics</p>
06.08.15	<p>Chemistry, Maths, Economics, Commerce, Phy. Edu., Visual Arts – Yashpal Venue: Deptt. of Economics Psycho., Sociology, Music, Def. & Str. Studies – Vikas Venue: Deptt. of Sociology</p>	<p>IHTM, English, Education, IMSAR, Library & Inf. Sc. – Yashpal Venue: IHTM Sports office, Chief Warden office, DSW office Venue: DSW office</p>	-----	-----	-----

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