



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

'A' Grade University Accredited by NAA

NO. EN-3/14/M- 80/ 18923-19038

Dated: 19-11-14

To

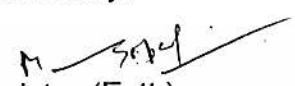
1. All the HODs/Branch Officers,
M.D. University, Rohtak.
2. Directors, University Campus School,
M.D. University, Rohtak.

Sub: Forwarding of applications - Earned leave/Commuted leave

Sir/Madam,

It has been observed that documents of sanctioned Medical leave/Earned leave of the staff working in Department/Branches are being forwarded to the Estt. Branch for necessary action after long period of availing the kind of leave by the concerned employee, whereas the same are required to be forwarded to the Estt. Branch immediately after joining the duties by the official. This results in creeping inefficiency and delay in disposal of work. It is, therefore, requested to forward such leave applications, duly sanctioned, immediately after the joining of official concerned.

Yours faithfully,


Dy.Registrar(Estt.)
For Registrar

Endst.EN-3/14/_____Dated _____

Copy of the above is forwarded to P.A. to Vice-Chancellor/Registrar/C.O.E.,
M.D.University, Rohtak for information.


Dy.Registrar(Estt.)
For Registrar


G. S. Saini


Recd 22/11/14