

MAHARSHI DAYANAND UNIVERSITY ROHTAK

No.ET-2/2015/M-34/2739-75

Dated: 01/4/15

1. All Heads/Directors of University Teaching Departments,  
M.D.University,  
Rohtak
2. The Director,  
University Institute of Law & Management Sciences  
Sector-40  
Gurgaon

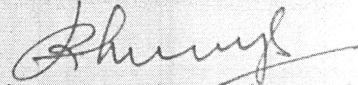
Sir/Madam,

It has come to the notice that some Heads of Departments have instructed the office staff not to diarize letter (s) without their permission. Even letters addressed to the Head of the Department by the faculty member (s) are not diarized.

I am directed to inform you that the matter has been considered by the Vice-Chancellor, who has taken a serious view of the same. Accordingly all the Heads of the Departments are requested to ensure that all letter(s) addressed to the Head of the Deptt. be diarized in the register and given diary No. and date of receipt and the same be dealt as per rules /procedure.

The above instructions of the Vice-Chancellor may be complied with strictly.

Yours faithfully,



Assistant Registrar (Estt-T)  
For REGISTRAR

G. Samra  
6/4

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