

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
Administrative Staff College
Office Order

In terms of the orders passed by the Vice-Chancellor, the following Clerks-cum-Jr. Data Entry Operators/Steno(s) are required to attend the administrative training programme

Sr. No	Name of Employee	Designation	Department/ Branch
1.	RAJESH KUMAR S/o Sh. Nafe Singh	Clerk-cum-Jr. D.E.O (Newly appointed)	Sports Office
2.	ARUN VERMA S/o Sh. Ashok Verma	-do-	Office of the C.O.E.
3.	GURU HANS PAL S/o Sh. Darshan Lal	-do-	R-III
4.	KRISHAN KUMAR S/o Sh. Lal Chand	-do-	Colleges Br.
5.	ASHOK KUMAR S/o Sh. Hoshiyar Singh	-do-	R-IV
6.	ANIL KUMAR S/o Sh. Brij Mohan	-do-	Dept. of Law
7.	AMAN KUMAR S/o Sh. Jagannath	-do-	R-II
8.	MOHIT KUMAR S/o Sh. Sukhbir Singh	-do-	Conduct Br.
9.	GAURAV S/o Sh. Subhash Chander	-do-	UIET
10.	SAJAN AGGARWAL S/o Sh. Rajender Parshad	-do-	UIET
11.	SUNIL MALIK S/o Sh. Surat Singh	-do-	Estt. (T)
12.	SUKHDEV S/o Sh. Nawal Singh	-do-	UILMS, Gurgaon
13.	KANCHAN KUMARI S/o Sh. Girdhari Lal	-do-	UILMS, Gurgaon
14.	NITIKA S/o Sh. Rambir Singh	-do-	R-I
15.	SANDEEP S/o Sh. Kashmir Singh	-do-	DDE
16.	SURENDER KUMAR S/o Sh. Ram Kumar	-do-	P&S/ P&E
17.	HARISH S/o Sh. Hoshiyar Sing	-do-	R&S
18.	SANJEEV S/o Sh. Ram Chander	-do-	R&S
19.	PARVEEN KUMAR S/o Sh. Azad Singh	-do-	IQAC
20.	KAMAL KUMAR GULYANI S/o Sh. Prem Chand	-do-	Estt.(NT)
21.	KULDEEP S/o Sh. Ramesh Kumar	-do-	R&S
22.	DEEPAK KUMAR S/o Sh. Rajender Singh	-do-	R-II
23.	PREETI S/o Sh. Niranjan Singh	-do-	Accounts Branch
24.	MUNISH KUMAR S/o Sh. Chattar Singh	-do-	R&S
25.	SHIV KUMAR S/o Sh. Ramavtar	-do-	R-IV
26.	JASVINDER S/o Sh. Ram Dular	-do-	Accounts Br.
27.	SONU S/o Sh. Madan Lal	-do-	Campus school
28.	MUKESH S/o Sh. Prithvi Singh	-do-	Colleges Br.
29.	PAYAL CHAWLA S/o Sh. Radhey Shyam Chawla	-do-	Estt. (NT)
30.	PARMOD KUMAR S/o Sh. Ramesh Kumar	-do-	Estt. (NT)
31.	POOJA RANI S/o Sh. Raj Kumar	-do-	Estt. (NT)
32.	Priti D/o Sh. Krishan Lal	Steno	Microbiology
33.	Monika D/o Sh. Sarjinder Kumar	Steno	Estt. (NT)

Vce/17k
11/9/20



The schedule of the training programme will be as under :-

Sr.No.	Date & Time	Subject	Venue
1.	15, 16 & 17 Sept. 2014 (3.00 PM to 5.00 PM)	General Training Initial	Committee Room of the Swaraj Sadan, M.D. University, Rohtak
2.	22, 24 & 26 Sept. 2014 (3.00 PM to 5.00 PM)	Communication Skills	-do-
3.	29 & 30 Sept. 2014, 9 & 10 Oct., 2014 (3.00 PM to 5.00 PM)	Accounting System/Process	-do-
4.	20, 21 and 22 Oct., 2014 (3.00 PM to 5.00 PM)	Computer Training (MS-Word & Various modules)	University Computer Centre
5.	27 & 28 Oct. 2014 (3.00 PM to 5.00 PM)	Purchase Procedure	Committee Room of the Swaraj Sadan, M.D. University, Rohtak

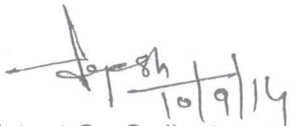
Co-Ordinator
(Administrative Staff College)

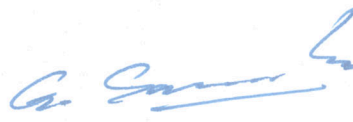
Endst: ET-ASC/14/Vol.-ii/ 9301-9354

Dated 10-9-2014

Copy of the above is forwarded to the following for information and necessary action:-

1. All concerned HOD/Branch Officers, M.D.U. Rohtak with the request to depute the concerned officials on the above mentioned date & time for the above purpose.
2. The Director, UILMS, Sector-40, Gurgaon
3. Director, Ch. Ranbir Singh Institute of Social and Economic Change, M.D. University, Rohtak.
4. Director, University Computer Centre, Rohtak.
5. Person(s) concerned.


Assistant Co-Ordinator
for Co-Ordinator
(Administrative Staff College)


12/9

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