



No.EN-11/2015/M-185/

Dated:

To

Sh. Dayanand Chhikara,  
Personal Assistant Grade-1,  
(working as Incharge, P&S)  
M. D. University, Rohtak

Dy-UCC-2224  
30-9-15

**Sub: Promotion to the post of Private Secretary to Vice-Chancellor**

The Vice-Chancellor, on the recommendations of the Departmental Promotion Committee made in its meeting held on 16.09.2015 and in anticipation of the approval of the Executive Council, has been pleased to promote you to the post of Private Secretary to Vice-Chancellor with effect from 01.10.2015 in the pay scale of Rs. 9300-34800 + 4200 GP + 200 SP.

Accordingly, you will be on probation for a period of one year in the first instance w.e.f. the date you submit your joining report on the post of Private Secretary to Vice-Chancellor. If during this period, your work and conduct are not found satisfactory, you will be reverted to your substantive post of Personal Assistant Grade-1.

If you accept the above offer, you may submit your joining report to the Registrar.

-sd -  
Assistant Registrar (Estt.NT.)  
for REGISTRAR

Endst.No.EN-11/2015/M-185/13922-26

Dated: 30-9-15

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

1. Director, University Computer Centre, M. D. University, Rohtak.
2. Finance Officer, M. D. University, Rohtak.
3. Incharge, P&S Cell, M. D. University, Rohtak.
4. P.A. to Vice-Chancellor/Registrar (for kind information of the Vice-Chancellor/ Registrar), M.D.U., Rohtak.

5/9/15  
Assistant Registrar (Estt.NT.)  
for REGISTRAR

G. Sanyal  
20/9