



# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)  
NAAC Accredited 'A' Grade

## NOTIFICATION

In continuation to this office orders issued vide No. EN-10/Notification/7766-7885 dated 20.05.2013 and No. EN-10/2014/M-218/17687-17837 dated 27.10.2014 to all Officers/ Officials for indicating their names and date below their signatures on all official communication as well as on noting portions of the files. It has come to the notice that these orders are not strictly complied with. The instructions were notified with a view to maintain transparency and intelligibility concerning the personnel writing the contents as small signatures/ initials often became unrecognizable with the time and also make it hard to decipher, who had proposed and who passed orders. Moreover, it has become a matter of concern that many University functionaries have started ignoring those orders and most of the times it becomes hard to find out as to who the writer was. The Vice-Chancellor has noted such defiance of orders very seriously.

It is, therefore, once again emphasised to all Heads of Departments/ Branch Officers that they may ensure that the officials/ officer working under their control habitually write their names and date below their full legible signatures while submitting paper/ files. The Officers sending proposals over files are supposed to check as a mandatory responsibility that all their colleagues have followed the above instructions, as the non-compliance of the instructions could draw flak from authorities.


**REGISTRAR**

Endst. No. EN-10/2016/M-218/ 11238-11358

Dated: 28-9-16

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

1. All Heads of Departments/ Branch Officers, M.D. University, Rohtak
2. Director, Computer Centre, MDU, Rohtak with the request to upload the notification on the University website.
3. Secretary to Vice-Chancellor, P.A. to Registrar/Controller of Examinations (for kind information of the Vice-Chancellor/Registrar/Controller of Examinations), MDU, Rohtak

  
Assistant Registrar (Estt NT)  
for Registrar