



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)


NAAC Accredited 'A' Grade

Endst. No. EN-10/2016/M-218/ 5982-6102

Dated: 1-6-16

A copy of the instructions dated 18.04.2016 (on pre-page) issued by the Director Higher Education, Haryana, Panchkula regarding Marking/ Mentioning Proper Previous Reference while Communicating with the O/o Director Higher Education, Haryana, Panchkula is forwarded to the following for information and strict compliance:-

1. All Heads of Departments/ Branch Officers/Controlling Officers, MDU, Rohtak.
2. Director, Computer Centre, MDU, Rohtak. He is requested to upload the same on the University website.
3. P.A. to Vice-Chancellor/ Registrar/ Controller of Examinations (for kind information of the Vice-Chancellor/ Registrar/ Controller of Examinations), MDU, Rohtak
4. All Set Incharges, Establishment (Non-Teaching) Branch, M.D.University, Rohtak


Superintendent (Estt NT)
for Registrar

Regd.
From

Director Higher Education,
Haryana, Panchkula.

To

Registrar

1. Kurukshetra University, Kurukshetra
2. Maharishi Dayanand University, Rohtak
3. Chaudhary Devi Lal University, Sirsa
4. Bhagat Phool Singh Mahila Vishavidyalya, Khanpur Kalan, Sonapat
5. Indira Gandhi University, Meerpur, Rewari
6. Chaudhary Ranbir Singh University, Jind
7. Chaudhary Bansi Lal University, Bhiwani

Memo No. 18/131-2016 UNP (3)


Dated 18.04.2016

Subject: Regarding Proper previous reference be marked/ mentioned while communicating with this office.

Kindly refer to the subject cited above.

It is intimated that various letters received from your university which do not have the proper references of the official correspondence from the university/ Office of DHE as such letters take time for search of subject matter and the timely disposal of cases.

Therefore, it is requested that proper reference be mentioned in all future communication with this office for timely disposal of issues.


Superintendent UNP
for Director Higher Education,
Haryana, Panchkula.



LD 2444
21.4.16

S-2445
26/4/16

Regd. for
DHE
2016

2016

2016