

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Email

No.:ET-4/2017/RTI AppealNo.46/2664-2726

Dated: 22.4.2017

To

1. All Heads/ Directors-cum-PIOs,
University Teaching Departments/ Institutes,
M.D. University, Rohtak
2. All Branch Officers-cum-PIOs,
M.D. University, Rohtak

Subject: Regarding maintaining Diary/Dispatch Register

Sir/Madam,

While hearing appeal No.46/2017 on 30.3.2017 in the case of Sh. Naresh Kumar, 404/10, Babra Mohalla, Rohtak, Prof.(Dr.) Naresh Kumar, 1st Appellate Authority, Law Department has passed following orders:

"A PIO must have in his office a system of diary and dispatch register for incoming mails, circulars, letters etc. which must be duly acknowledged and entered into the diary register. He should issue a receipt duly signed and stamped by the person receiving it along with date and diary number. The PIO should also have a dispatch register in which all the outgoing mails, letters, circulars etc. should be duly entered and date of dispatch must be mentioned in this register alongwith proof of dispatch."

You are, therefore, requested to comply with the orders of the First Appellate Authority.

Yours faithfully,


Supdt. I/c (Estt.T)-cum-PIO
For First Appellate Authority

Endst.No.:ET-4/2017/Appeal No.46/ 2727-31 Dated: 22.4.2017

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

1. First Appellate Authority, Law Department, M.D. University, Rohtak
2. OSD to Vice Chancellor, M.D. University, Rohtak) for compliance
3. P.A. to Registrar, M.D. University, Rohtak) of the above
4. P.A. to Dean Academic Affairs, M.D. University, Rohtak) orders of the
5. Store-Keeper, Estt.T, M.D. University, Rohtak) 1st Appellate Authority


Supdt. I/c (Estt.T)-cum-PIO
For First Appellate Authority