



No.EN-11/2017/M-185/

Dated:

Ucc-9960
12/4/17

To

Sh. Kharati Lal, Stenographer,
Academic Branch,
M. D. University, Rohtak

Sub: Promotion to the post of *Personal Assistant*

Sir,

The Vice-Chancellor, on the recommendations of the Departmental Promotion Committee made in its meeting held on 10.04.2017 and in anticipation of the approval of the Executive Council, has been pleased to promote you to the post of Personal Assistant w.e.f. 01.05.2017 in the pay scale of Rs. 9300-34800 + 4000 GP + 150 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 Personal Assistant. If during this period, your work and conduct are not found satisfactory, you will be reverted to your substantive post of Stenographer.

If you accept the above offer, you may submit your joining report your Branch Officer.

**Superintendent (Estt.NT)
for REGISTRAR**

Endst.No.EN-11/2017/M-185/3923-27 Dated: 11-4-17

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, Academic Branch, M.D. University, Rohtak.
4. P.A. to Vice-Chancellor/ Registrar (for kind information of the Vice-Chancellor/ Registrar), M.D.U., Rohtak.

Mural
11/4/17
**Superintendent (Estt.NT)
for REGISTRAR**

CO

12.4.17