MOST URGENT
TIME BOUND

No.CB-8/Annual Report/17/
Dated: ____________

REMINDER-I

To,
The Director/Principal,
All the S.F.S. Colleges
(Engineering, Management, Architecture,
Law, Degree & Education Colleges)
affiliated to this University.

Sub:- Regarding Annual Report with regard to change in Management, Teaching
and Non-Teaching staff.

Sir/Madam,

Please refer to this office letter No.CB-8/Annual Report/17/14040-14310 dated
04.10.2017 (copy enclosed) vide which you were requested to submit the report for the year
2016-17 in the prescribed proforma but the information from your College is still awaited.

You are, therefore, once again requested to expedite the matter and submit the
Annual Report for the year 2016-17 at the earliest, failing which action will be initiated as per

This may be treated as MOST URGENT

Yours Faithfully

Superintendent (Colleges)
For D.C.D.C.

Endst. No. CB-8/Annual Report/2017/ 170455 Dated 1-12-17

✓ Copy of the above is forwarded to the Director, U.C.C., M.D.U. Rohtak with the
request to upload the same on the University Website without any delay.

Superintendent (Colleges)
For D.C.D.C.
MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A' Grade

MOST URGENT
TIME BOUND

No.CB-8/Annual Report/17/...
Dated:...

To,
The Director/Principal,
All the S.F.S. Colleges
(Engineering, Management, Architecture,
Law, Degree & Education Colleges)
affiliated to this University.

Sub:- Regarding Annual Report with regard to change in Management, Teaching
and Non-Teaching staff.

Sir/Madam,

According to Statute-38, Clause-15(b) of M.D.U. Act (Calendar Volume-I), every
College has to submit a report indicating change in the Management, Teaching & Non-
Teaching staff alongwith their qualification before 31st August each year. As the required
information is not being sent by you to the University, therefore, necessary instructions were
issued vide this office letter No.CB-8/Staff List/16/4979-5545 dated 14.03.2016 and letter No.
CB-8/Staff List/16/5853-6420 dated 22.03.2016 for the year 2015-16 and onwards. But the
Annual Report for the year 2016-17 is still awaited from you.

The matter has been considered by the D.C.D.C. and in terms of the orders passed
by him, you are requested to submit the report for the year 2016-17 within 15 days positively
in the prescribed performa given as under, failing which action will be initiated as per Statute-
38 of M.D.U. Act.

A. Change in Management, if any give details of the same.

B. List of approved Teaching and Non-Teaching staff.

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<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Father Name</th>
<th>D.O.B</th>
<th>Post Held</th>
<th>Date of Joining</th>
<th>Date of approval of appointment</th>
<th>Date of Superannuation</th>
<th>Remarks (Date of leaving services and reason etc.)</th>
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C. List of unapproved Teaching and Non-Teaching staff.

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<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Father Name</th>
<th>D.O.B</th>
<th>Post Held</th>
<th>Date of Joining</th>
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</table>

D:\2016_2017\Status of Teaching and Non-Teaching staff\Letter_MISC.doc
This may be treated as **MOST URGENT**

Yours Faithfully

Superintendent (Colleges)
For D.C.D.C.

Endst. No. CB-8/Annual Report/2017/14311 Dated 04/06/2017

Copy of the above is forwarded to the Director, U.C.C., M.D.U. Rohtak with the request to upload the same on the University Website without any delay.

Superintendent (Colleges)
For D.C.D.C.