



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University accredited by NAAC

OFFICE ORDER

It has been observed that the employees while applying leave for visiting abroad or other purposes do not get prior permission. The Vice-Chancellor has taken a serious view on it and ordered that the application for permission of such type of leave must be received in the Establishment Branch before 15 days from the date of commencement of leave.

All the Heads of Departments/ Branch Officers are requested to bring these instructions in the notice of all the non-teaching staff working under them for strict compliance.

REGISTRAR

Endst: No EN-8/2018/ 16982-17102

Dated:- 15/11/18

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

1. All the Head of Departments/Directors, M.D.University, Rohtak.
2. All Branch Officers, M.D.University, Rohtak.
3. Director, University Computer Center, M.D. University, Rohtak.
4. OSD to Vice-Chancellor/Registrar (for kind information of the Vice-Chancellor/Registrar), M.D. University, Rohtak.


Assistant Registrar (Estt.NT)