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From

The Registrar,  
CCS HAU, Hisar.

To

All Deans/Directors/Officers of the University,  
CCS HAU, Hisar.

Memo No. Admn.R-4/2012/1323-1342  
Dated: 24-1-2012

Subject: Updating of CCS HAU Website.

Please refer to this office Memo No. Admn.R.4/05/7729-56 dated 22.8.2005 in the above matter vide which instructions were conveyed that copies of all administrative orders be endorsed to the Computer Centre and relevant portion of website pertaining to your department/college be updated regularly and changes intimated to the Computer Centre by 7<sup>th</sup> of each month regularly.

2. It has now been observed that the above instructions are not being adhered to as a result the website of the University is containing the least and incomplete information. This has not only made the position of the website deplorable but has defaulted the purpose to develop and monitor the University website also. Even the matters assuming utmost importance are not updated. This is a most objectionable practice contrary to official propriety and subversive of good discipline. The matter has been taken seriously by the Vice-Chancellor. He has ordered that all the concerned officers must keep a close vigil for updating the website and sending information to Computer Section as per scheduled date.

3. You are, therefore, requested to kindly ensure that copies of administrative orders issued by you are endorsed to Computer Section and relevant portion of website pertaining to your College/Department/Directorate/Office functioning under your control is updated regularly by following the time schedule already laid down and revision/changes thereof are sent to the Computer Centre by 7<sup>th</sup> of each month. A report about the website pertaining to your College/Directorate may be sent to the office of the Vice-Chancellor by 10<sup>th</sup> of each month positively. These instructions may be brought to the notice of all concerned for meticulously compliance. They should be instructed to exercise great care in this behalf in future. If any employee contravenes these instructions, he will be punishable.

*Furat*  
24.1.12  
REGISTRAR

- CC: 1. Secretary to Vice-Chancellor, CCS HAU, Hisar.  
2. COE/Advisor(RC)/SPIO/Law Officer/ARF/ ARA/ ARE for information and necessary action. They are requested to kindly ensure that the needful is done regularly in view of standing instructions.  
✓ 3. Incharge Computer Section, COBS&H, CCS HAU, Hisar.  
4. P.S. to Registrar