

From

The Registrar
CCS HAU, Hisar.

To

All Deans/Directors/Officers of the University
and other COs
CCSHAU, Hisar.

Memo No. Admn./R-4/12/M-582/ 832-61
Dated: 13/12/12

Subject: Regarding inspections by Deans/Directors/Officers of the University/Other COs in Offices/Departments/KVKs/RRS to monitor their functioning, maintaining punctuality and redressal of grievance of the public at large.

Your kind attention is invited to this office instructions circulated vide No.R-4/09/17927-62 dated 7.12.2009 in the above matter conveying therein that necessary action may be taken to streamline the functioning of offices/departments/units, bring efficiency, speedy redressal of grievances and to curtail the menace of absenteeism in pursuance of the State Govt. Memo No.3/3/2001-MC dated 17.11.2009.

2. Now the Govt. vide Memo No.3/3/2001 dated 1.2.2012 has desired that the instructions under reference may be strictly complied with in letter and spirit.

3. You are, therefore, requested to kindly adhere to the instructions issued vide No.R.4/09/17927-62 dated 7.12.2009 meticulously. Accordingly, these instructions may be brought to the notice of all the employees of offices/departments/units functioning under your control for strict compliance thereof.


10.2.12
Registrar

CC:

1. Incharge, Computer Section, College of Basic Sciences & Humanities, CCSHAU, Hisar.
2. COE/Advisor Rectt. Cell/SPIO/ARA/ARF/ARE/Law Officer/Officer
Incharge(Hospitality), CSO/P.S. to Registrar.

