



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No. F () Estt./MDSU/2025/

Dated : 29-10-2025

OFFICE ORDER

It has been observed that certain files are being taken directly to the Hon'ble Vice-Chancellor without submission through the Registrar or the Vice-Chancellor's Office. As directed, it is hereby ordered that :

- 1- No file shall be sent directly to the Hon'ble Vice-Chancellor without routing through the Registrar/VC Office.
- 2- All communications and files must be duly submitted in the prescribed manner/format and within the stipulated time.
- 3- Bringing files at the eleventh hour for urgent approval or signature must be strictly avoided.
- 4- Non-compliance of these directions will be viewed seriously.

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REGISTRAR

No. F () Estt./MDSU/2025/30642-727

Dated 29-10-2025

Copy forwarded for information and necessary action to :

- 1- All HOD's Teaching and Non-teaching Department & Incharge, MDS University, Ajmer.
- 2- Comptroller, MDS University, Ajmer.
- 3- Controller of Examination, MDS University, Ajmer.
- 4- ACP/ Asstt. Librarian/Manager, Guest House/Sports Board, MDS University, Ajmer.
- 5- Dy.Registrar/ Asstt. Registrar, MDS University, Ajmer.
- 6- All Addl. Administrative Officers/Asstt. Administration Officer, MDSU, Ajmer.
- 7- A.En. office, MDSU, Ajmer.
- 8- Health Centre, MDSU, Ajmer.
- 9- Vice-Chancellor's Secretariat, MDSU, Ajmer.
- 10- PA to Registrar, MDSU, Ajmer.

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28-10-25
Asstt. Registrar(Estt.)