

Uo-697  
17/6/17  
Fig. 1348  
16/11/17

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR  
RESIDENT AUDIT SCHLM

From:

Joint Director(Audit),  
Local Audit, Haryana,  
G.J.U.S & T., Hisar

To:

The Registrar,  
G.J.U.S. & T.  
Hisar

Memo No: 188  
Dated: 16/11/17

Subject: Writing of full name in brackets and designation of the officer/official under signatures on the cases/bills.

Reference on the subject cited as above.

It has come to the notice of the undersigned that officers/officials of the university (particularly purchase committee and inspection committee) do not write their full name under their signatures which is in contravention of Chief Secretary, Haryana instructions vide U.O. No. 62/10/97-6GSI dated 24.6.97. Therefore, your goodself is requested to take appropriate steps and also to issue instruction/direction to all the branches/offices/deptt. in the university w.r.t. their full name and designation in the brackets under their signatures while sending various cases and bills for payment in Audit Office, please

*Neeraj Yadav*  
(NEERAJ YADAV)  
Joint Director  
Local Audit Haryana,  
G.J.U.S. & T., Hisar.

Endst. Pur/2017/ 5159-5208

Dated: 23/11/17

Copy of the above, is forwarded to the following for information and necessary action:-

1. All the Deans/Directors/Chairpersons/Incharges of University Teaching Departments of GJUS&T, Hisar
2. All Branch Officers, GJUS&T, Hisar
3. University Librarian, GJUS&T, Hisar
4. Superintending Engineer, University Works Department, GJUS&T, Hisar
5. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar
6. Supdt. O/o the Registrar (for kind information of the Registrar), GJUS&T, Hisar

*Assistant Registrar (Purchase)*  
Assistant Registrar (Purchase)