



**Jamia Hamdard
(Deemed to be University)
Hamdard Nagar, New Delhi-110062**

D.No:Estab/LD

Dated: 23.07.20

CIRCULAR

It is information to all concerned that, instances has come to the notice of the Competent Authority that the persons engaged through Outsource Agency are signing in the official documents, such as note sheet, letters & correspondences with designation as Assistant, Data Entry Operator, etc., which is not permissible under the University rules/regulations.

All Deans/HODs/Section In-charges are therefore advised to instruct all the persons/employees working in their Department/Section through Outsource Agency that they should not write their names or designations on the official notesheets or documents.

This issues with the approval of Competent Authority.

(S. S. Akbar)
Registrar

Distribution:

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