

From

The Comptroller,  
CCS HAU, Hisar

To

All Deans/Directors/Officers/HODs/DDOs/Sections/Offices  
(including outstations),  
CCS HAU, Hisar.

Memo No. CAUH /2021/ 8177-8297

Dated: 13-7-2021

**Sub: Departmental Examination in Accounts for Teacher and Technical Employees.**

The training for Departmental Examination in Accounts for Teachers and Technical Employees of this University is likely to be held in near future. Those who are interested to appear in the said training & examination or training only may send their application(s) on the Performa given at overleaf through their Head of Department, so as to reach this office latest by 22.07.2021. The training classes will be conducted through online mode from first week of August, 2021 by the Director, Human Resource management. Further, it is made clear that examination is compulsory for technical employees for assigning duties of DDO.

  
Superintendent (E)  
for Comptroller  
13/7/2021

CC:

- i) The Secretary to Vice-Chancellor, CCS HAU Hisar.
- ii) The Registrar, CCS HAU Hisar.
- iii) The Incharge, Computer Section, COBS&H for uploading it at University website.
- iv) E-3 (internal) & PS to CAU

**Departmental Examination in Accounts for Teacher and Technical Employees.**

Roll No. \_\_\_\_\_  
(to be allotted by the O/o CAU)

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Date of Joining in CCSHAU \_\_\_\_\_
4. Present scale of pay \_\_\_\_\_
5. Department/Office \_\_\_\_\_

I certify that I will appear in the scheduled training & examination or in training only.

Dated: \_\_\_\_\_

Signature of applicant

Endst. No.

Dated:

Forwarded to the Comptroller, CCS HAU, Hisar for necessary action.

Head of Deptt./Office  
With Seal

(strike off whichever is not applicable).