



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University, Katra  
Kakryal, Katra-182320, J&K Email: [registrar@smvdu.ac.in](mailto:registrar@smvdu.ac.in)

No: SMVDU/Adm/Estt./19/0350-51

Dated: 21<sup>st</sup> January 2019

**CIRCULAR**

**Sub: Crediting of Earned Leave in favour of Faculty members**

All the Faculty members who did not avail vacation during the Calendar year 2018 and attended duties / assignments as assigned by the Competent Authority, are requested to submit the details of the same along with authentication of their being on duty at the campus by their concerned Dean/Head in the format as enclosed. This is required for the purpose of crediting of Earned Leave in their respective leave account, as per rules.

The above information may kindly be furnished to this office through Head of the School and Dean of the faculty concerned, by or before **31<sup>st</sup> January 2019** positively.

  
Registrar  
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**Copy to:**

1. All Deans/Heads/ Heads I/c, for information and for circulation among their concerned faculty members and providing the information by the due date.
2. M/s Es3 India Ltd., for uploading the same in the University website.
3. Office Order/ Circular file.