



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182 320 (J&K)

No: SMVDU/Adm/Estt./16/ 2019-85

Dated : 12th August 2016

ADDENDUM

Sub: Appointment of Female Faculty as Joint Warden of Girls Hostel.

In continuation to this-office Notification issued vide No. SMVDU/Adm/Estt./16/1729-40 dated: 27th July 2016 and as approved by the Competent Authority, Sanction of the Competent Authority is hereby accorded for the appointment of Ms. Pooja Sharma, Lecturer, Department of CSE as Joint Warden of Basohli Girls Hostel 'C' & 'D' for the Academic Session 2016-17 with immediate effect.

Consequent upon the above, Dr. Purnima Hazra, Assistant Professor, Department of E&CE is hereby relieved from the duties and responsibilities of Warden Basohli Girls Hostel 'C' & 'D' Block. She shall handover the charge of Warden Basohli Girls Hostel 'C' & 'D' Block to Ms. Pooja Sharma, Lecturer, Department of CSE.

Ms. Pooja Sharma as Joint Warden of Girls Hostel shall be entitled for a monthly allowance of Rs.1000/- per month till the time she holds the charge of Warden. Further, Ms. Pooja Sharma shall also be entitled for reimbursement with respect to the payment of bill of her personal mobile phone up to a maximum limit of Rs. 500/- per month for the usage of her personal mobile phone for official purposes in her capacity as Warden of Girl Hostel. The reimbursement of the bill shall be made by the Finance Wing on submission of copy of bill/payment receipt by her, the same is dully verified by the concerned Associate, Dean of Students and I/c Dean of Students.

This issues with the approval of Hon'ble vice Chancellor.



Registrar
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Copy to:

1. Finance Officer, SMVDU for information.
2. I/c, Dean of Students & Associate DoS(F), for information.
3. All Deans/Head of departments, for information.
4. Concerned: _____ for information and compliance.
5. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
6. Website I/c for information and uploading the same in the University website.
7. Office Order / Circular file.