



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/ 8629-33

Dated: 5<sup>th</sup> December 2019

**NOTIFICATION**

**Sub: Submission of Vacation Slot of Faculty members**

Pursuant to this Office Notification issued vide No: SMVDU/Adm/Estt./19/ 2690-96 dated: 8<sup>th</sup> April 2019 notifying the vacation schedule (Summer and Winter) of faculty members appointed in regular scales, all Heads of Schools are requested to send a list of Faculty Members, to the Registrar, whose services are required during the winter vacation period for various administrative purposes, with mention of the specific dates for which such services are required along with the nature of responsibility assigned, before the start of Winter Vacation but not later than 13<sup>th</sup> December 2019.

All Faculty Members desirous of availing winter vacation MUST take prior permission of the Competent Authority of the slots of vacation to be availed by them, before applying for winter vacation in ERP Module.

  
Registrar  
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**Copy to:**

1. All Deans/Heads, for information and circulation among their concerned faculty members.
2. Finance Officer, SMVDU for information.
3. Faculty I/c Website, for information & uploading on University Website.
4. PS to VC, for the kind information of Hon'ble Vice Chancellor.
5. AR(A&A), for information.
6. Office Order/Circular file.