



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

No. SMVDU/Adm./Estt./19/6524 - 26

Dated : 12th September, 2019

CIRCULAR

Sub: Processing of applications, proposals, requests etc. through proper channel

It is for the information of all Faculty members and Non-Teaching Staff that henceforth all document/s for seeking any permission/ approval of the Competent Authority should be routed through proper channel.

Any document submitted by a Faculty member should be recommended and forwarded by the concerned Head of the School and Dean of Faculty concerned, before onward submission to the office of Registrar.

Similarly, any document submitted by a Non-Teaching staff should be recommended and forwarded by the concerned Section Head, before onward submission to the office of the Registrar. And incase Non-Teaching staff posted in School, it should be routed through concerned School Head and Dean of Faculty concerned before submission to the office of the Registrar.

Any document without the recommendation of School Head/ Dean of Faculty /Section Head shall not be entertained hereafter.

This is issued with the approval of Competent Authority.


Registrar

Copy to:

1. All Deans / School Heads / Section Heads, for information & compliance by all Teaching as well as Non-Teaching Staff.
2. PS to VC for the kind information of the Hon'ble Vice Chancellor.
3. I/c Website for information and updation in website.
4. Notification/Circular file.