



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

No. SMVDU/Adm./Estt./19/ 6521-23

Dated : 12th September, 2019

CIRCULAR

Sub: Keeping sufficient space (an inch atleast) at the bottom of Note sheet blank

It has been observed that while processing files etc. very slight / little space is being left by the concerned Officer at the bottom of note sheet for noting, as a result it is found very difficult to write on the bottom of note sheet and has to be carried forward to the next sheet for approval. This has been viewed seriously by the Competent Authority and it is therefore enjoined upon all Deans / School Heads / Section Heads etc. that sufficient space (atleast an inch) should be left blank at the bottom of a noting sheet for noting/signatures by higher officers. Notes to be submitted to higher officers should not end at the very bottom of the page. A fresh blank sheet should always be added to the notes.


Registrar
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Encl: A draft Note Sheet is enclosed

Copy to:

1. All Deans / School Heads / Section Heads, for information & compliance.
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.