



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

No: SMVDU/Adm/Estt./19/ 4144- 50

Dated: 14<sup>th</sup> May 2019

**OFFICE ORDER**

**Sub: Appointment as Warden/Joint-Shivalik Girls Hostel, Block-A**

Consequent upon Dr. Ratna Chandra, Associate Professor, School of Biotechnology proceeding on Child Care Leave for a period of 276 days w.e.f. 3<sup>rd</sup> July 2019 to 3<sup>rd</sup> April 2020 and as approved by the Competent Authority, the following faculty members are appointed as Warden and Joint Warden-Shivalik Girls Hostel, Block-A for the Academic Session 2019-20, till further orders;

Warden	Joint Warden
Dr. Sharada M. Potukuchi Associate Professor School of Biotechnology	Dr. Arti Maini Assistant Professor School of Business

Dr. Ratna Chandra shall handover the charge of Warden-Shivalik Girls Hostel, Block-A alongwith all records, files etc. to Dr. Sharada M. Potukuchi and Dr. Sharada M. Potukuchi Shall handover the charge of Joint warden to Dr. Arti Maini, with a copy to Registry for records

The above Wardens and Joint Wardens shall report to Dean of Students Welfare through Associate Dean of Student (Girls) for further assignment of their duties and responsibilities as Warden and Joint Warden.

The above Wardens and Joint Wardens shall be entitled for an allowance of Rs. 5,000/- and Rs. 4,000/- per month respectively till the time they holds their charge of Warden and Joint Warden.

Further, an amount upto Rs.500/- per month shall also be reimbursed in respect of the personal mobile bill of each of the above mentioned Warden and Joint Warden, by the Finance Wing on submission of copy of bill/payment receipt by them, duly verified by the concerned Associate Dean of Students and Dean of Students Welfare.

The services of Dr. Ratna Chandra rendered as Warden-Shivalik Girls Hostel, Block-A are appreciated.

This issues with the approval of Competent Authority.

  
Registrar

**Copy to:**

1. All Deans / Head of School(s)/Section Heads, for information.
2. Finance Officer, SMVDU for information.
3. Dean of Students Welfare, for information
4. Associate, Dean of Students (Girls), for information.
5. Concerned: \_\_\_\_\_, for information and compliance.
6. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
7. Faculty I/c Website, for information and uploading the same in the University website.
8. Office Order / Circular file.
9. Concerned file.