



श्री माता वैष्णो देवी विश्वविद्यालय  
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No. SMVDU/Adm/Estt./19/ 5016

Dated: 18<sup>th</sup> June, 2019

CIRCULAR

Sub: "Communication of Information by SMVDU Officials".

It has been observed that, the communication / replies to the queries / communications to outside the University, is being made by the University officials without any approval / perusal of the Competent Authority. The Competent Authority has taken a very serious view of the same.

It is therefore, enjoined upon all the concerned University offices / officials (such as Engineering Wing, Finance Wing, Legal Wing, Establishment Wing, Academic Affairs Wing, IRDU, Planning & Coordination Wing, Stores & Procurement Wing, Examination Wing, Student Affairs Wing, all Deans and Heads of Schools & Sections and all Faculty & Staff members) to refrain from any such activity. Any communication made without the approval of the Competent Authority shall be treated as unauthorized communication of the information under "Code of Conduct" of University Employees.

Further, it is informed to all concerned officials that, any communication from the University to any organization / person outside the SMVD University must be routed through Registrar for the kind perusal / approval of the Competent Authority.

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

  
Registrar  
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**Copy to: -**

1. All Deans / Heads or Head I/c of the Schools / Section Heads, for information & circulation among all Faculty & Staff members for strict compliance.
2. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
3. Faculty I/c Website, for information and uploading the same on University Website.
4. Circular file.