



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Kakryal, Katra – 182 320

No. SMVDU/Adm/Estt./19/6729-32

Dated: 23.09.2019

CIRCULAR

Sub: Leaves of Temporary/Contractual/Consolidated employees of SMVDU

It is notified for general information of all the temporary/contractual/consolidated employees of SMVDU that henceforth **Casual leaves (Paid Leaves) and Compensatory leaves (if any)** of all these employees shall be sanctioned electronically on ERP portal only, as per the guidelines as mentioned below:

1. 01 leave is credited to their account for every 11 days of working subject to a maximum of 30 Casual Leaves in a year. These employees are therefore, enjoined to login in their ERP account and apply for the leave in the format provided on their dashboard, under the tab "Leave Apply".
2. The Registrar shall approve the leave, in case the leave is > 5.
3. In case the leave is ≤ 5 , it shall be approved by the School/Section Head/Dean.
4. Once the fields are filled and the leave submitted, it shall automatically go to the Forwarding Officer (Warden, in case of Hostel caretakers) & Approving Officer (School/Section Head/Warden/Dean), in case the leave is ≤ 5 , who shall then approve the same.
5. And if the leave is > 5 it shall automatically go to the Forwarding Officer (School/Section Head/Warden/Dean) who shall after satisfying himself/herself with the information provided, recommend & forward the same to the Registrar, for approval.
6. The status of the Leave application shall be visible to the concerned employee on his/her dashboard.
7. A copy of the approved leave shall also be automatically populated in the email account of the AR [E] for records.

This is issued with the approval of Competent Authority.


Registrar

Copy to:

1. All Deans/Heads/Section Heads for information & circulation among all staff members.
2. I/c Website for uploading on the University Website.
3. ERP Coordinator, SMVDU for information and making necessary changes in the ERP Software.
4. PS to VC for the kind information of Hon'ble Vice Chancellor.
5. Notification / Circular file.