



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Sub Post Office, SMVD University, Katra – 182 320(J&K)
Email: ar.establishment@smvdu.ac.in

No. SMVDU/Adm/Estt./19/6185-88

Dated: 26th August, 2019

OFFICE ORDER

Sub: "Deputation of staff member to attend Workshop on Reservation in Services at Hotel Muse Sarovar Portico Kapashera, Bijwasan Road, Kapashera, New Delhi w.e.f. 14th – 16th October, 2019".

Sanction of the Competent Authority is hereby conveyed for deputing of the following staff member of SMVDU to attend "Workshop on Reservation in Services" being organized by National Academy of Human Resource Development; as per the details mentioned as under:

S. No.	Name & Designation of the Staff Member	Place of Posting	Period of Workshop	Place/Venue of Workshop
1	Ms. Tripti Saitu Gupta Assistant Registrar (Establishment)	Establishment Wing	w.e.f. 14 th – 16 th October 2019	Hotel Muse Sarovar Portico Kapashera, Bijwasan Road, Kapashera, New Delhi

Re-imbusement of "Participation fee amounting to Rs. 30,000/- plus GST @18% and TA (plus local conveyance)" shall be available to the above member, from University funds, as per rules.

Further, Ms. Tripti Saitu Gupta shall be considered "On Duty" for the aforesaid period and shall also submit a report on the proceedings of the Workshop alongwith her attendance/participation certificate, if any, and joining report, respectively.


Registrar

Copy to:

1. Finance Officer, SMVDU for information.
2. PS to VC, for the kind information of Hon'ble Vice Chancellor.
3. Concerned: Ms. Tripti Saitu Gupta, AR (Establishment).
4. Faculty I/c Website, for uploading the same on University website.
5. Personal file of the concerned.
6. Order file.