



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

No.SMVDU/Adm/Estt./20/1563

Date: 3<sup>rd</sup> Sept., 2020

Circular

**Sub.: Regrading permission for work from home during COVID-19.**

It has been observed by the Competent Authority that many employees are applying for grant of permission to work from home as a precautionary measures or due to cough, cold, mild fever etc.

In this context, all employees of the University are hereby informed that permission to work from home shall be granted to an employee, if the employee concerned or his / her family member staying together (primary contact) is tested positive for COVID-19 OR the area of the employee is declared as Containment zone by the district authorities. For this such employees are required to submit their request to their respective School / Section Heads along with documentary proof (test report / Govt. orders) for onward submission to the Competent Authority for perusal and approval.

Further, employees who wish to self-isolate themselves as a precautionary measure or due to their suffering from cough, cold, mild fever etc. are required to apply for appropriate leave as admissible to them under rules.

This issues with approval of the Competent Authority.

  
Deputy Registrar

Copy to:

1. All Deans / Heads / I/c Heads / Section Heads, for information and circulation among Faculty and Staff, for compliance.
2. PS to VC for kind information of the Hon'ble Vice Chancellor.
3. I/c Website for uploading the same on the University website.
4. Concerned file.