



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

Kakryal, Katra – 182 320(J&K)

No.SMVDU/Adm/Estt./20/1137-42

Date: 02. Sept, 2020

Addendum

Sub.: Resuming of normal duty hours by Teaching & Non-Teaching Staff at SMVDU Campus.

Ref.: (i) Circular issued vide No. SMVDU/Adm/Estt./20/1029-33 dated: 11/08/2020.

(ii) Order issued vide No. SMVDU/Adm/Estt./20/1106-11 dated: 29/08/2020

Pursuant to the Guidelines/Instructions on lockdown measures in the UT of J&K issued by the Chairperson, State Executive Committee vide order No: DMRRR/PS/Secy/552/2020 dated 31.08.2020 and to ensure the safety of the employees, the order issued by the Registry vide no. No. SMVDU/Adm/Estt./20/1106-11 dated 29.08.2020 is now modified as under, till further orders.

1. To contain the spread of Coronavirus disease (COVID-19), all employees residing in declared containment zones are advised to work from home with intimation to their respective controlling officers.
2. In sync with the announced lockdown measures and the Disaster Management Act, 2005, the attendance of non-teaching employees to their respective place of work is restricted to 50%. Further, to ensure the smooth working of the academic and administrative tasks, all the Deans// Heads / I/c Heads / Section Heads shall prepare a rotational roster plan and accordingly ensure their staff attendance and forward a copy of the same to Establishment Wing for records.
3. Further, it is enjoined upon all faculty and staff members that from 03-09-2020 onwards, regular office timings of 09:00 A.M. till 05:00 P.M. shall be followed.
4. The time for out punch via face recognition in the biometric machines shall be 05:00 P.M. instead of the 04:00 P.M. as mentioned earlier.

The above issues with approval of the Competent Authority.


Deputy Registrar

Copy to:

1. All Deans/Heads/I/c Head/Section Heads, for information and compliance.
2. All Faculty & Staff, for information and strict compliance.
3. PS to VC for the kind information of Hon'ble Vice Chancellor.
4. Faculty I/c Website, for uploading the same on the University website.
5. I/c Transport to ensure the movement of official vehicles as per the above.
6. Office Order file.