



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

Kakryal, Katra – 182 320(J&K)

Email: dyregistrarsmvdu@smvdu.ac.in

No.SMVDU/Adm/Estt./20/1106-11

Date: 29th August, 2020

Order

Sub.: Regarding resuming of duties by Teaching & Non-Teaching Staff at SMVDU Campus.

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

With respect to the subject and reference as cited above and in view of resuming of duties by Teaching and Non-Teaching Staff for Teaching (via on-line mode), Admission process and Administrative activities, in this regard, as approved by the Competent Authority, the following is hereby ordered:

1. All Deans / Heads / I/c. Heads / Section Heads shall ensure the presence of all Teaching and Non-Teaching employees in their offices w.e.f. 01/09/2020.
2. Teaching and Non-Teaching employees residing / traveling from containment zones shall follow SOPs issued from time to time by the Govt. of Jammu & Kashmir.
3. Teaching and Non-Teaching employees who are exposed to a higher risk of Coronavirus disease (COVID-19) i.e. Older employees, Pregnant Women, Persons with co-morbidities etc. are advised to take extra precautions and possibly restraint from coming into direct contact with the public while discharging their duties.
4. To ensure safety in offices and at work place, all Teaching and Non-Teaching employees should ensure that Aarogya Setu App is installed in their mobile phones.
5. In case of absence, employee must ensure to apply for appropriate leave as admissible under rules.
6. All Teaching and Non-Teaching employees must strictly follow the SOPs concerning social distancing, use of face cover / masks, office sanitization, etc.

This issues with the approval of the Competent Authority.

Sd/-
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. House Keeping & Security Wing to ensure proper sanitization of offices and common spaces as per SOPs.
6. I/c Transport to ensure proper sanitization of all official vehicles SOPs.
7. Office Order file.