



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Kakryal, Katra-182320, J&K Email: registrar@smvdu.ac.in

No: SMVDU/Adm/Estt./21/7356

Dated: 3rd March, 2021

Circular

Sub:- Adherence to Leave Rules-reg.

It has been observed that University employees are not adhering to the Leave Rules of the University as circulated vide No. SMVDU/Adm./Estt./20/909 and No. SMVDU/Adm./Estt./20/908 dated :- 26th June 2020. Neither they are applying in the proper format after following due procedure, as already circulated nor applying as per the timelines mentioned therein.

Leave cannot be claimed as a matter of right. It is enjoined upon all Faculty and Staff members to adhere to the guidelines mentioned in the Leave Rules and subsequent circulars issued in this regard. Application in the prescribed format, for availing Leave should be submitted well in advance before proceeding on leave, unless there is an emergency, which should be clearly specified in the application form otherwise such requests will not be considered.

Faculty while proceeding on Leave must provide alternate teaching arrangement duly certified by the Head of the School.

Requests for Post Facto approval for Leave already availed shall not be given unless it was taken due to an emergency.

Any violation of the above rules shall be viewed very seriously.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

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