



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

No.SMVDU/Adm/Estt./21/ 941-43  
Date: 09<sup>th</sup> July, 2021

**NOTIFICATION**

**Sub.: Standard Operating Mechanism for movement of files/seeking & processing of approval to be followed.**

**Ref.: Notification issued vide No. SMVDU/Adm/Estt/20/0790-805 dated: 01/06/2020.**

With respect to the subject and reference as cited above and as approved by the Competent Authority, it is notified for the information of all concerned that henceforth all requests/cases/correspondences etc. shall be processed in the Main / Personal file(as the case may be) in hard copy, by all Schools/ Section(s) / Wing(s), for the grant of approval of the Competent Authority, except in case of extreme emergency.

However, the request(s) for grant of any kind of Leave shall be made / processed through online mode only.

This issues with the approval of the Competent Authority.

  
09/07/21  
Registrar  
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Copy to:

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