



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

No: SMVDU/Adm/Estt./21/ 4372-74

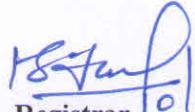
Dated: 10.12.2021

CIRCULAR

Subject: Regarding crediting of Earned Leave in favour of Faculty Members.

It is for the information of all the faculty members that if they have performed academic duties/assignments (classes / examinations/other academic/administrative work) during the period of vacation in the Calendar year 2020 (Summer – June 2020 / Winter- Dec, 2020) & 2021 (Summer –June 2021), they are required to submit the details of the same duly verified by their concerned Head & Dean in the enclosed format for the purpose of crediting of Earned Leave in their respective leave account, as per rules.

The required information in the prescribed format be forwarded to the Establishment Wing by or before 27th December 2021, for further processing as per rules.


Registrar 10/12/21
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Copy to:

1. All Deans/Heads/I/c Heads, for information and for circulation among their concerned faculty members and providing the information by the due date.
2. Faculty I/c Website for uploading the same on the University Website.
3. PS to VC for kind information of the Hon'ble Vice-Chancellor.
4. Office order/Circular file.