श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

Kakryal, Katra – 182 320(J&K)

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No.SMVDU/Adm/21/2893- 97
Date: 15th June, 2021

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ORDER

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Sub.: Regarding resuming of duties by Non-Teaching Staff Members working in Administration Block at SMVD University.

Ref.: Government Order No. 398-JK (DMRRR) of 2021 dated: 13/06/2021 issued vide No. DMRRR/PS/Secy/551/2020 dated: 13/06/2021 of Chairperson, State Executive Committee.

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 Non-Teaching Staff members working in the following Sections in Administration Block, SMVDU are required to attend the respective office w.e.f. 16/06/2021.

1. Vice Chancellor Secretariat	2. Office of Registrar
3. Finance Wing	4. Establishment Wing
5. Academic Affairs Section	6. Store & Procurement Wing
7. Research & Development Wing	8. Engineering Wing
9. Examination Wing	10. Legal Wing
11. Security Wing	12. Transport Wing
13. Central Dispatch	

Further rest of the Non-Teaching Staff shall work from home (online mode) till further orders and available at all the times on mobile, through email and other means of communication.

To ensure the safety in offices and at work place, all Non-Teaching staff members should ensure that Aarogya Setu App is installed in their mobile phones and they must strictly follow SOPs concerning social distancing, use of face cover / masks, preferably double masking, and sanitization etc.

This issues with the approval of Competent Authority.

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Sd/-
Registrar

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Copy to:
1. All concerned Section Heads, for information and circulation among all 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. DR[legal]/Transport Incharge, for ensuring availability of transport, duly sanitized.
5. AR[Security], for ensuring proper sanitization of all offices in the administrative block.
6. Concerned file.