



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

No.SMVDU/Adm/Estt./21/ 1081-84

Date: 29th July, 2021

CIRCULAR

This has reference to the many complaints received from various faculty and staff members regarding various maintenance issues related to residential quarters like cracks on walls; peeling paints; leakages; termites infested furniture; seepage problem, plumbing issues and broken furniture.

These issues need to be addressed in a time bound manner in order to minimize permanent damage to the structure. In this regard, it is for the information of all concerned that any complaint(s) related to Electrical / Civil maintenance be addressed to the following with an intimation to the undersigned;

Name & Designation	Mobile No.	Email address
Sh. Kamal Sharma Estates Officer	9419241318	kamal.sharma@smvdu.ac.in
Sh. Kuldeep Sharma Junior Engineer (Electrical)	9906098825	kuldeep.sharma@smvdu.ac.in
Sh. Ajay Khajuria Junior Engineer (Civil)	8899906387	ajay.khajuria@smvdu.ac.in

The faculty and staff may also lodge an online complaint on the web portal of the University.

The Estate Officer shall ensure timely redress of the above maintenance related complaints.

This issues with the approval of Competent Authority.

[Signature]
22/07/21
Registrar
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Copy to:

1. All faculty and staff members, for information.
2. PS to VC for kind information of the Hon'ble Vice Chancellor.
3. Estates Officer & JE concerned, for information and compliance.
4. I/c Website for uploading the same on the University website.
5. Concerned file.