



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

No: SMVDU/Adm 4060-62

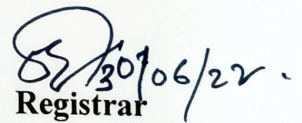
Dated: 30.06.2022

### ADDENDUM

In supersession of all circulars/orders regarding Half Pay Leave on Medical grounds issued till date, it is notified for the information of all concerned that as approved by the Competent Authority, henceforth, for availing Half Pay Leave on commuted basis even for a single day, medical certificate from a registered medical practitioner shall be necessary. Any request for HPL on commuted basis for medical reasons shall not be entertained if it is not accompanied with a valid Medical Certificate.

All Heads of the Schools and Section Heads are requested to ensure compliance while forwarding the leave requests of their employees for HPL in future.

This is issued with the approval of the Competent Authority.

  
30/06/22  
Registrar  
A/S

#### **Copy to:**

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