



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.-FA/23/ 3100 - 3102

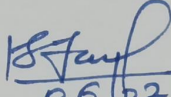
Dated: 06/02/2023

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 2022 (Summer – June 2022 / Winter- Dec, 2022), 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 17th February 2023, for further processing as per rules.


06/02/23
Registrar

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.

Certificate

It is to certify that I _____ Designation: _____, School of _____, Faculty of _____, have performed the duties _____ (classes/ examination/ other official work) as per time-table / schedule / date sheet / notice, etc. as assigned to me by the Head of the School during the vacation period _____; _____ & _____ in the Calendar year 2022 (Summer – June 2022 / Winter- Dec, 2022) respectively.

In view of the above, it is requested that Earned Leaves in lieu of performing duties during vacation period, may kindly be credited in my leave account.

Signature of the Faculty Member
Dated: _____, 2023

Verification:

It is verified that the details provided by Dr./Mr./Ms. _____ Designation: _____, School of _____, Faculty of _____ have been checked and the claims made are verified with School / Office records. He/She has taken classes/ conducted examination/ other official work, (may specify details if available) as per the time-table / schedule/ date sheet / notice, etc. as assigned to him/her during the winter vacation period _____; _____ & _____ in the Calendar year 2022 (Summer – June 2022 / Winter- Dec, 2022) respectively.

In view of the above, it is recommended that Earned Leaves in lieu of performing duties during winter vacation period, as per rules, may kindly be credited in his/her leave account.

Signature of Head of the School
Dated: _____, 2023

Recommended for consideration and crediting of Earned Leaves as per rules.

Signature of Dean of Faculty
Dated: _____, 2023