



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University

Sub Post Office, Katra – 182 320 (J&K)

EPABX No.: 01991-285524, 285634, 285699 Extn. 2102, 2104

(A State University established under J&K State Legislature Act No. XII of 1999)



No. SMVDU/Adm./Estt./NT/2023/2706-10

Dated: 14.3.2023

ORDER

Subject: To assign additional duties – reg.

In the interest of administration, Mr. Suresh Kumar, Assistant (Dispatch), presently posted in Dispatch Cell, in addition to his own duties shall provide Secretarial Assistance to Faculty I/c. University Guest House, SMVDU, through Guest House Manager, for all the work related to University Guest House, as and when required.

This is issued with kind approval of the Competent Authority.

18/14/13
14/03/23
Registrar

Copy to:

1. Faculty I/c University Guest House, SMVDU, for information.
2. PS to VC for the kind information of Hon'ble Vice-Chancellor.
3. Guest House Manager, SMVDU, for information.
4. I/c Website, for uploading the same on the University website.
5. Concerned: Suresh Kumar, Assistant (Dispatch), for information and compliance.
6. Office order file.
7. Personal files of the concerned.