



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University, Katra  
Kakryal, Katra-182320( J&K)

No. SMVDU/Adm/Estt./17/1041-

Dated: 27<sup>th</sup> February 2017

**CIRCULAR**

**Sub: Streamlining of work**

It has been observed that proposals/notes are received in the Registry from different Departments / Sections without mentioning any title/ subject.

All concerned are requested to forward their proposals/request/notes in proper format with clearly mentioning the name of the department/section and subject/title of the proposal/request/note on the top.

Further, it has also been observed that request for grant of Professional Development Assistance (PDA) are not being received in time and many a times Faculty members apply for Professional Development Assistance (PDA) on the date of their leaving station or after attending the event.

It is therefore, enjoined upon all Faculty members that application for Professional Development Assistance (PDA) should be submitted at least 07 days in advance to this office for further processing of the case.

This issues with the approval of Hon'ble Vice Chancellor.

  
Registrar

**Copy to:**

1. All Deans/HoDs/Section Heads, for information and for circulation among their concerned Faculty/ Staff members
2. PS to VC for the information of Hon'ble Vice-Chancellor.
3. I/c Website for uploading on the University Website.
4. Office Order/ Circular file.