



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./5410-13

Dated: 20.12.2023

CIRCULAR

In view of 9th Convocation scheduled to be held in the last week of December, 2023, all the employees are directed to actively participate in the Convocation, as per the assigned responsibilities.

Further, the employees are directed not to proceed for any kind of leave including casual leave without prior approval by the Competent Authority.

This is issues with kind approval of the Competent Authority.


Registrar
(10/6)

Copy to:

1. All Deans/HoDs/Section Heads, for information & circulation among their staff for compliance and for actively contributing towards Convocation assigned responsibilities.
2. Finance Officer, for information.
3. I/c Website, for uploading on University website.
4. Asstt. Registrar, VC Secretariat, for the kind information of the HVC Sir.
5. Office Order file.