



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

No: SMVDU/Adm/Estt./24/2797

Dated: 12.02.2024

CIRCULAR

It has been observed that faculty members are applying for Duty Leave/Special Casual Leave for attending Conference / Seminar / Symposium / Training Programme / FDP etc. on Samarth Portal without uploading the copy of office order for grant of permission to for attending along with sanction order of financial assistance (if required).

It has also been observed by the Competent Authority that few of the faculty members holding the charge of Dean / Faculty Incharge / Head of the School / Section Head are in practice of submitting their leave applications on e-Samarth Portal just before proceeding on for leave and many times even after availing the leave.

All faculty members are therefore enjoined upon to strictly comply with the leave rules of SMVDU and order notified dated 08.06.2023 vide No. SMVDU/Adm/23/4780-4784 and to apply for Duty Leave or Special Casual leave for attending Conference/ Seminar/ Symposium/ Training Program/ FDP etc. along with the order notified by Establishment Wing.

Further, faculty member shall ensure kind of applicable leave before applying for grant of leave and should apply for grant of leave well in advance providing therein their academic/administrative arrangement and shall not leave station without prior sanction of leave of any kind other than casual leave.

This issues with the kind approval of the Competent Authority.


Registrar
(SAR)

Copy to:

1. All Dean's/Head of School/Section Head kindly ensure strict compliance of e-Samarth notification.
2. AR to VC for kind information of the Hon'ble Vice-Chancellor.
3. All Concerned: _____, for information.
4. Concerned file.