



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

SMVD University, Katra – 182 320 (J&K)

Email: [registrar@smvdu.ac.in](mailto:registrar@smvdu.ac.in)

No. SMVDU/Adm/Estt.-FA/25/4617-20

Dated: 3<sup>rd</sup> March, 2025

**CIRCULAR**

**Sub: Streamlining of the process of submission of No Dues Certificate by Faculty and Staff Members.**

It is enjoined upon all Dean(s)/Head(s)/Section Heads/Faculty In-charge of different facilities at SMVD University to ensure proper handing / taking over of records (including periodicals, answer/evaluation sheets) files, equipments, furniture etc. In possession of the faculty & staff member(s) in their School(s)/Sections(s), while signing 'No Dues Certificate' prior to their proceeding on long leave(s) or relieving upon resignation from the services of this University.

The S&P Wing and Estates/Engineering Wing shall ensure proper entries of gadgets/equipments/items returned by the faculty & staff member(s) in their record register so that all the gadgets/equipments/items etc issued to the faculty & staff member(s) are properly received & accounted for. The Finance Wing shall ensure settlement of advances released/UC granted in favour of faculty & staff member(s) prior to signing their No Dues Certificate. Further, they shall handover the charge to the next concerned along with status report of the activities (Purchasing/Budget/R&D Projects etc.), so that smooth functioning of the School/Section is not hampered.

This issues with the approval of the Competent Authority.

  
Registrar

**Copy to:**

1. All Dean(s)/Head(s)/Section Heads/Faculty In-charge, for information and strict compliance.
2. Finance Officer, for information.
3. AR (VC Sect.), for the information of Hon'ble Vice-Chancellor.
4. I/c Website for uploading on the University Website.
5. Office Order/ Circular file.