



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

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

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

No. SMVDU/Adm./Estt./NT/2025/806-12

Dated: 30.10.2025

ORDER

Sub: Child Care Leave (61 days) in f/o Ms. Anchal, Office Assistant, SMVDU

As per the request of Ms. Anchal, Office Assistant, duly recommended & forwarded by the Section Head, Store & Procurement Wing, SMVDU; and as approved by the Competent Authority, Sanction is hereby accorded to the grant of Child Care Leave in favour of Ms. Anchal, Office Assistant (EID 383092), w.e.f. 13-09-2025 to 12-11-2025 (61 days) in continuation to the previous sanctioned leave which was upto 12-09-2025, (issued vide Order No. SMVDU/ Adm./Estt./NT/ 2025/258-63 dated: 19-03-2025).

Moreover, Ms. Anchal shall also apply for the above leave separately on Samarth portal and submit her joining report after availing the above leave.

Further, Mr. Kundan Vijay, Office Assistant, shall continue his reporting to the Section Head, Store & Procurement, for 2nd half day till Ms. Anchal, Office Assistant, joins her duties in S&P Wing.

This issues with the approval of the Competent Authority.


Registrar


Copy to:

1. Finance Officer, for information.
2. Head, School of Economics, for information.
3. DR (S&P), for information.
4. AR, VC Secretariat, for information of the Hon'ble Vice-Chancellor.
5. I/c Website, for uploading on the University website.
6. Ms. Anchal, Office Assistant, for information & compliance.
7. Mr. Kundan Vijay, OA, for information & compliance.
8. Office Order File.
9. Personal files of the concerned.