



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University, Katra  
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No: SMVDU/Adm/Estt.-FA/22/ 1144-46

Dated: 21.07.2022

**CIRCULAR**

**Subject: Regarding crediting of Earned Leave in favour of Faculty Members.**

It is for the information of all the faculty members that if they have performed academic duties/assignments (classes / examinations/other academic/administrative work) during the period of winter vacation in the Calendar year 2021 (Winter- Dec, 2021), they are required to submit the details of the same duly verified by their concerned Head & Dean in the enclosed format for the purpose of crediting of Earned Leave in their respective leave account, as per rules.

The required information in the prescribed format be forwarded to the Establishment Wing by or before 1<sup>st</sup> of August 2022, for further processing as per rules.

  
Registrar

**Copy to:**

1. All Deans/Heads/I/c Heads, for information and for circulation among their concerned faculty members and providing the information by the due date.
2. Faculty I/c Website for uploading the same on the University Website.
3. PS to VC for kind information of the Hon'ble Vice-Chancellor.
4. Office order/Circular file.