



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University, Katra  
Kakryal-182320, Katra (J&K)

No. SMVDU/Adm./Estt./17/3895

Dated: 31<sup>st</sup> July 2017

CIRCULAR

It is notified for the information of all Employees concerned that the University is in the process of streamlining the Service Record of all Employees. In this regard, enclosed are two formats, one is Nomination Form for Gratuity and the other is Nomination and Declaration Form for Provident Fund. It is enjoined upon all Employees [Faculty as well as Staff] to kindly fill both the forms and return the same [complete in all respects, including thumb impression] to the Establishment wing latest by 4<sup>th</sup> August 2017, for updation of records.

  
Registrar

Copy to:

1. All Deans / Heads / I/c. Heads of all Departments / Section heads for information of all faculty and staff concerned for strict compliance.
2. PS to VC for the kind information of Hon'ble Vice-Chancellor.
3. I/c. website, for uploading on University Website.
4. Office circular file.