



Ref. No.: SMVDU/Estt./20/ 0806-820

Date: 1st June, 2020

Inter Office Correspondence

From Registrar	Deans, Heads of School, Section Heads
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Sub: Standard Operating Mechanism for Movement of Files/Seeking & Processing of Approval to be followed in View of Current Circumstances

In view of Notification No. SMVDU/Adm/Estt/20/ 0790 -805 dated 1st June, 2020, it may be ensured that the note/request raised through email and sent to you has been properly scrutinized by you. You may thereafter forward the same (in required) to Registrar at registrarsmvdu@smvdu.ac.in towards seeking approval from the Competent Authority.

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Registrar

Copy to:

1. All Deans/ HoD's, Section Heads for information and compliance.
2. PS to VC, for kind information of the Hon'ble Vice Chancellor.
3. I/c Website, or information and uploading of the same on the University website.
4. Concerned File.