



SRI VENKATESWARA UNIVERSITY :: TIRUPATI

No. E.I(8)/Morning Session/2026

Dated: 30.04.2026.

C I R C U L A R

Sub:- S.V. University –Change of working hours from 10.15 a.m. to 5.00 p.m. to 8.00 a.m. to 1.30 p.m. due to summer –Regarding.

Ref:- 1. Letter dated: 17.04.2026, received from the Secretary, SVUNTEA, Tirupati.

2. Vice-Chancellor's Order dated 30.04.2026.

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In view of severity of summer, all the Institutions of S.V. University will work from 08.00 a.m. to 01.30 p.m. with effect from 01.05.2026 to 31.05.2026. However One Officer, One Superintendent, One Assistant and One Office Subordinate will work from 10.15 a.m. to 5.00 p.m. as usual, on rotation basis as mentioned hereunder. The Officer-in-charge of each Branch in the University Office will make necessary arrangements for posting one Superintendent, one Assistant and One Office Subordinate to assist them on rotation basis.

OFFICER-IN-CHARGE	WEEK DAYS
Controller of Examinations / Assistant Registrar / Assistant Administrative Officer (Examinations)	Monday
Deputy Registrar / Assistant Registrar (Academic)	Tuesday
Joint Registrar / Assistant Registrar (Development)	Wednesday
Deputy Registrar / Assistant Registrar (Special Cell)	Thursday
Finance Officer / Assistant Registrar / Assistant Administrative Officer (Finance & Accounts)	Friday
Assistant Registrar (Administration – NT) / Assistant Registrar (Administration – T)	Saturday

The concerned Drawing / Controlling Officers should that all the staff should attend the office in time and leave the office only on or after 1.30 p.m. and if any one fails to attend the office by 8.15 a.m., they should send a report to the undersigned. **The Attendance Registers of the concerned section in Administrative Building should reach the office of the Registrar by 8.30 a.m. whereas other than Administration Building, the Attendance Registers should reach the office of the Principal / Heads of Institutions by 8.30 a.m. Similarly obtain the signature of employees at 1.15 p.m. and send the attendance registers to the O/o the Registrar/ Principal / Head of the Institution concerned.**

The concerned Drawing / Controlling Officers shall make surprise visits of their respective Branches to see that all the staff members under their control shall attend the office on time and leave as per schedule.

The University Office will resume usual working hours viz., 10.15 a.m. to 5.00 p.m. from 01.06.2026 onwards.

Sd/- M. BHUPATHI NAIDU
REGISTRAR

Copy to all the Principals of Constituent Colleges, S.V. University, Tirupati.

Copy to all the Heads of Institutions/Departments, S.V. University, Tirupati.

Copy to the Finance Officer, S.V. University, Tirupati.

Copy to the Controller of Examinations, S.V. University, Tirupati, for information and to instruct the staff under his control, to work in the enquiry counter from 10.15 a.m. to 5.00 p.m. on all working days, during the morning sessions.

Copy to all Officers / Officials, S.V. University, Tirupati.

Copy to the University Engineer I/c, SVU Engineering Department, Tirupati.

Copy to the Co-ordinator I/c, NSS Bureau, S.V. University, Tirupati.

Copy to the Director CDOE/ORI/ UGC-HRDC /Physical Education, S.V. University, Tirupati.

Copy to the Director I/c, SVU Computer Center, Tirupati with a request to display the above Circular in SVU website.

(P.T.O.)