



SRI VENKATESWARA UNIVERSITY :: TIRUAPTI

No. E.I(8)/Office Timings/2026

Dated : 01.08.2026.

CIRCULAR

Sub:- S.V. University – Non-Teaching Establishment – Strict observance of timings and to available in the office during working hours – Regarding.

Ref:- 1. This office circular No. E.I(8)/Office Timings/2024, dated 25.04.2024.
2. Vice-Chancellor's orders dated : 01.08.2026.

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In continuation of the circular 1st cited under reference, the following instructions were given to the Non-Teaching employees for strict observance of the same:

1. All the employees should attend the office by 10.15 A.M. positively and should not leave the office before 05.00 P.M., except for lunch break between 01:00 P.M. to 01:45 P.M.
2. The concerned Head of the Institutions / Departments / Branches / Sections are directed to maintain strict vigil over the staff under their control.
3. Further, no employee should leave the office without obtaining prior permission from the authorities concerned during the working hours.

But, it is observed that inspite of issuance of this circular, some of the employees are coming late and some of the staff members are not found in their seats during the office hours.

Therefore, all the Heads of the Institutions / Departments / Branches / Sections are hereby requested to ensure compliance with the circular by the staff under their control.

It is also informed that the Vice-Chancellor/Registrar would like to make surprise visits to the Departments / Branches / Sections and if any of the staff members is found irregular in attending to office and not available in his/her seat without permission, stringent disciplinary action will be initiated against the individual.

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 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-MMTTC/Computer Center/Physical Education, S.V. University, Tirupati.
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Copy to P.S. to the Vice-Chancellor / P.A. to Rector / P.S. to Registrar, S.V. University, Tirupati.
Copy to the Secretary, SVU Non-Teaching Employee's Association Tirupati.
Copy to File.

//t.c.f.b.o.//

ASSISTANT REGISTRAR
(ADMINISTRATION-NT)