



SRI VENKATESWARA UNIVERSITY :: TIRUPATI

No. E.I(8)/Morning Session/2024

Dated: 04-04-2024

CIRCULAR

Sub:- S.V. University – Change of working hours from 10.00 a.m. to 5.00 p.m. to 8.00 a.m. to 1.30 p.m. due to summer –Regarding.
Ref:- Vice-Chancellor's Order dated: 04-04-2024.

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In view of severity of summer, all the Institutions of S.V. University will work from 8.00 a.m. to 1.30 p.m. with effect from 15.04.2024 to 31.05.2024. However One Officer, One Superintendent and One Assistant will work from 10.00 a.m. to 5.00 p.m. as usual, on rotation as mentioned hereunder. The Officer-in-charge of each Branch in the University Office will make necessary arrangements for posting one Superintendent and one Assistant to assist him by rotation.

OFFICER-IN-CHARGE	WEEK DAYS
Asst. Registrar/Asst. Admn. Officer (Examinations)	Monday
Asst. Admn. Officer (Academic)	Tuesday
Joint Registrar/Asst. Registrar (Development)	Wednesday
Asst. Admn. Officer (Admn.-Teaching)	Thursday
Asst. Registrar/Asst. Admn. Officer (Finance & Accounts)	Friday
Asst. Registrar (Administration – N.T.)	Saturday

The concerned Drawing / Controlling Officers should see 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.**

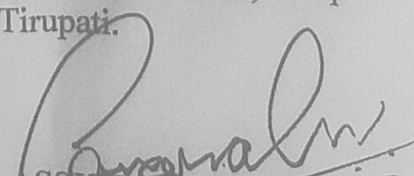
The concerned Drawing / Controlling Officers shall make surprise visits of their respective Branches to see that all the staff members under their control shall attend the office on time and leave as per schedule.

The University Office will resume usual working hours viz., 10.00 a.m. to 5.00 p.m. from 01.06.2024 onwards.

Sd/- O.MAHAMMAD HUSSAIN
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 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 DDE/ORI/ UGC-HRDC /Physical Education, S.V. University, Tirupati.
- Copy to the Director, SVU Computer Center, Tirupati with a request to display the above Circular in SVU website.
- Copy to the Librarian I/c, S.V. University, Tirupati.
- Copy to all the Chief Wardens / Wardens of S.V. University Hostels, Tirupati.
- Copy to the Consultant Senior Medical Officer, S.V. University Health Centre, Tirupati.
- Copy to the Headmistress, S.V. University Campus School, Tirupati.
- Copy to the Officer In-Charge, SVU Transport Section, Tirupati.
- Copy to P.S. to the Vice-Chancellor / P.A. to Rector / P.S. to Registrar, S.V. University, Tirupati.
- Copy to all the Section Officers SVU Office, Tirupati.
- Copy to the Secretary, SVU Teaching Association, Tirupati.
- Copy to the Secretary, SVU Non-Teaching Employees' Association / Hostels Employees' Association / Time-Scale Employees Association / NMR Employees Association, Tirupati.
- Copy to the In-charge, Watch & Ward Department, S.V. University, Tirupati.
- Copy to File.

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


ASSISTANT REGISTRAR
(ADMINISTRATION-NT)

*Circulate
By Registrar*