



# SRI VENKATESHWARA UNIVERSITY

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(A STATE PRIVATE UNIVERSITY ESTABLISHED BY STATE LEGISLATURE OF  
GOVERNMENT OF SIKKIM BY ACT NO. 04 OF 2025)

Ref. No. SVU/RO/Circular/2025/05

Date: 23/07/2025

## CIRCULAR

The punctuality and regular attendance are essential for maintaining a disciplined work environment and ensuring the smooth and efficient functioning of all departments and services. Therefore, all Teaching & Non- teaching staff members of Sri Venkateshwara University, Pakyong, Sikkim are hereby informed you that the importance of strictly adhering to the **standard official working hours** of the University are as follows;

- **Days:** Monday to Saturday (Except 2<sup>nd</sup> & 4<sup>th</sup> Saturday)
- **Timing:** From March to October, 9:00 AM to 4:30 PM  
From November to February, 9:30 AM to 4:00 PM
- **Lunch Break:** 30 Minutes only.

*H. B. Prasad*  
23.07.2025  
Prof. (Dr.) H. B. Prasad  
Registrar  
SVU, Machong, Pakyong, Sikkim.

### Copy to:

1. PA to Hon'ble Chancellor & Vice –Chancellor – For Kind information
2. All Teaching & Non- teaching staff members
3. Notice Board
4. Record File

