



Sher-i-Kashmir
University of Agricultural Sciences & Technology of Kashmir,
Shalimar, Srinagar - 190025

Phone/Fax No. 0194-2461271 / Email: registrar@skuastkashmir.ac.in

Subject: Regulation of Visits to the Office of the Registrar for Service-Related and Other Matters.

CIRCULAR

It has been observed by the University administration that employees of the University, both Teaching and Non-Teaching, frequently visit the Office of the Registrar during working hours in connection with service-related matters, personal representations, official queries and other issues.

While such visits may, at times, be necessary for addressing employee-related concerns, frequent and unscheduled visits to the Registry during office hours have, on several occasions, affected the smooth and uninterrupted functioning of the routine work of the Office of the Registrar, as well as the associated offices/sections/establishments where the concerned employees are posted. Such visits also affect the concentration and efficiency of officers and staff engaged in time-bound administrative and establishment-related work.

With a view to ensuring an efficient working environment in the Registry and facilitating the timely disposal of official work, the following arrangements shall henceforth be observed:

1. All employees of the University, including Teaching and Non-Teaching staff, are requested to visit the Office of the Registrar for service-related or other matters, if any, only after 3:00 PM on working days.
2. In cases involving genuine urgency or exceptional circumstances, the concerned employee may contact the Personal Section of the Registrar in advance. The Personal Section may, as appropriate, facilitate a prior appointment with the Registrar or the concerned officer.
3. All Directors/Deans/Associate Deans/Heads of Departments/Sections are requested to bring these instructions to the notice of all employees working under their administrative control and ensure strict compliance with the same.

The above instructions are intended to maintain discipline, efficiency, and a smooth working environment in the Office of the Registrar, while ensuring that employees continue to have appropriate access for genuine service-related concerns.

Sd/-
(Prof. Azmat Alam Khan)
Registrar

No. Au/Adm/GAD/Misc./26/11039-11109
Dated: 20.08.2026

Copy to:

- All Officers of the University.
- Professor Incharge, ARIS for placing the Memo on University website.
- All Heads of the Divisions/Faculties/Colleges/Stations/Units/KVKs and other constituent Units of SKUAST-K.
- SVC for kind information of Hon'ble Vice-Chancellor, SKUAST-K.
- PA to Registrar for kind information of Worthy Registrar, SKUAST-K.
- Security Officer, SKUAST-K, Shalimar.
- University Order/Circular file (w.3.s.c.).

(Farhan Wajahat)

Assistant Registrar (GAD)

Farhan
20/08/26
Sanjiv