



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No.U-07/SVSU/2025/571

Dated: 04.10.2025

OFFICE ORDER

Subject: Urgent: Update of Personal and Professional Details on EMS for Teaching and Non-Teaching Staff by 07.10.2025

Jai Hind Sir/Madam,

I have been directed by the Chief Executive Officer to request all Heads of Institutions (HOIs) and Heads of Departments (HODs) to ensure the personal and professional details of all Teaching and Non-Teaching staff are updated **BEFORE 07.10.2025 by 4:00 PM.**

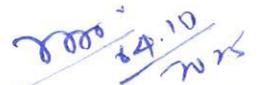
The update must be based on the **verified credentials and supporting documents** available in the respective employee files and should include the following:

- Date of Birth
- Date of Joining
- Date of Regularization
- Revised/updated Qualifications (if any)
- Adhaar
- Total Work Experience (Teaching/Clinical), both prior to and after joining SVSU

It is requested that necessary action be taken immediately.

Please note: Failure to update the details by the stipulated deadline will result in a penalty of one-day salary deduction for the concerned employee (Teaching and Non-Teaching).

Your cooperation in this matter is highly appreciated.

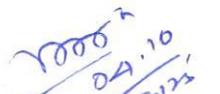

Gp Capt M Yakoob
Registrar

To:

All Heads of Institution/Principal of Colleges/Directors/Department Heads

Copy forwarded to information of:-

1. Hon'ble Vice-Chancellor
2. Chief Executive Officer
3. Guard File


Registrar



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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA