



SWAMI VIVEKANAND
SUBHARTI UNIVERSITY

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Ref. No. SVSU/2025/3999

Date: 18.12.2025

To,

All concerned with the official emails of the University,
Swami Vivekanand Subharti University,
Meerut.

Subject: Timely Correspondence of Official Emails.

Sir/Madam,

It has been observed that official emails sent from various offices are often not responded to within a reasonable time. Such delays cause avoidable difficulties in day-to-day functioning and adversely affect the efficiency and timely execution of academic and administrative work.

In the present digital era, where the University is consciously moving towards a paperless and transparent system, prompt response to official emails is not only expected but essential. No-reply to even basic emails reflects lapse in professional communication and hampers coordinated functioning.

In view of the above, **all officials**, are hereby requested to ensure that official emails are checked regularly and responded to promptly, preferably within the same working day or at the earliest possible time.

Dr. Shalya Raj
Chief Executive Officer

Copy to:

1. The Hon'ble Vice-Chancellor,
2. The Executive Officer,
3. Registrar,
4. Chief Technical Officer,
5. Notice Board,
6. S-touch application.

Dr. Shalya Raj