



**Office of the Executive Director,
Shri Mata Vaishno Devi Institute of Medical Excellence
(Medical College & Associated Hospital, SMVDNSH), Kakryal
(A unit of Shri Mata Vaishno Devi Charitable Society)**



Sub: Working days & timing at SMVDIME (Medical College & associated Hospital, SMVDNSH).

Circular


It is hereby notified that following working days/ timing of SMVDIME shall be observed by all the employees (including, Faculty, Sr. Residents, Tutors, employees on deputation from SMVDSB, staff engaged through outsourcing etc.) of SMVDIME (Medical College & associated Hospital, SMVDNSH):

a) From 1st March to 30th November

- Monday to Friday - 9:30 AM to 5:00 PM
(with Lunch Break from 1.30 PM to 2:00 PM)
- Saturday - 9:30 AM to 1:30 PM

b) From 1st December to 28th/ 29th February

- Monday to Saturday - 10:00 AM to 4:30 PM
(with Lunch Break from 1.30 PM to 2:00 PM)


(Dr. Yashpal Sharma)
Executive Director

No. SMVDIME/MC/Adm/59/2584-89

Dated: - 19.02.2026.

Copy to the:

1. Chief Executive Officer, SMVDSB, Katra.
2. Facility Director, SMVDNSH.
3. Dean (Academics, Research & Examination), SMVDIME.
4. Incharge, Medical Superintendent, SMVDIME.
5. Accounts Officer, SMVDCS, Niharika.
6. All Faculty / Sr. Residents / Tutors / Staff of SMVDIME & SMVDNSH for compliance.
7. Notice Board / Concerned file / Master file.