

UNIVERSITY OF JAMMU

ELECTION URGENT

CIRCULAR

The District Election Officer (Deputy Commissioner), Jammu has issued a circular vide No. ENT/J/2018/11595-11795 dated 29-12-2018 impressing thereupon that all the drawing and disbursing officers shall submit the pay details (both in hard/soft copy in Excel format) for the month of November, 2018 of the Officers/officials who have performed their Election Duties during the Municipal/Panchayat/both elections.

As such, through the medium of this circular, all the officers/officials of the University who have performed the above said duties shall submit a photocopy of their appointment order issued by the Election Authorities alongwith a certificate to the effect duly signed by himself that he has performed the election duty/ies on the date/s mentioned therein, by today **1st January, 2019 positively** in the office of the Assistant Registrar (Eslab) for onward submission of the same to the concerned authorities for favour of further necessary action.

No: Estab/19/ 20336-435
Dated: 02-01-19
Copy to :-

REGISTRAR

1. Special Secretary to the Vice-Chancellor, JU for the kind information of the Worthy Vice-Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, DDE/CDC/DLL/DIQA//Physical Education/HRDC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/ DSRs/ Centre for History of Culture of Jammu & Ladakh Region/SHTM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All Heads of the Teaching Departments of the University
8. Convener, Website Monitoring & Updation Committee for uploading on the University website
9. I/C Librarian, Dhanvantri Library
10. I/c General Zorawar Singh Auditorium
11. I/c Director, Computer Centre
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Executive Engineer, UWD
17. Manager Guest House
18. Security Officer
19. All Sections
20. Guard File

To whom it may Concern

I _____ preformed my duty as _____ of
Jammu Panchayat Election on _____ at _____

Signature

Full Name:

Emp No.

Acc. No.

IFSC CODE.