



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' Grade University)

Baba Saheb Ambedker Road, Jammu

No : Estab./18/11913-1202

Dated: 10-09-18

CIRCULAR

In continuation to this office circular No. Estab./18/19275-374 dated 12.01.2018, wherein all the HODs /Controlling Officers / Branch Officers were informed that a panel of Class-IV substitutes has been uploaded on the University website for circulation therefore, no substitute shall be engaged from outside the panel henceforth. In case, any class-IV employee proceeds on leave for less than one month, no substitute shall be provided; rather internal arrangement has to be made. In case of more than one month leave, the request for substitute shall be forwarded to the Establishment section atleast fifteen days prior to the commencement of the leave period.

It has been observed that the above directions have not been adhered to in certain cases.

It is once again impressed upon on all concerned to strictly adhere to the circulars/orders of the Registry.


REGISTRAR

Copy to:-

1. Spl. Secretary to Vice-Chancellor.
2. Sr. P.A to Dean Academic Affairs/ Dean Research Studies.
3. Sr. P.A to 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 and Ladakh Region/SHTM/ICCCR& HRM /School of Visual and performing Arts. Design and Architecture/Centre for Women's Studies.
5. Dean Students Welfare/Provosts (Boy's /Girls's Hostels/Dean Student Placement.
6. All Heads of the Teaching Departments of the University.
7. I/c General Zorawar Singh Auditorium.
8. I/c Computer Centre/Centre for IT Enabled Services & Management.
9. I/c Librarian, Dhanvantri Library
10. Sr. P.A to Joint Registrar (Finance/Exams/CDC/DDE).
11. Programme Coordinator, NSS.
12. Medical Officer, UHC.
13. All Wardens of University Hostels.
14. All Dy. Registrars/Assistant Registrars.
15. Executive Engineer/Manager Guest House.
16. President. JUTA/JUNTEU/JUNGEA.
17. Security officer.
18. All Sections.
19. Guard File.