



UNIVERSITY OF JAMMU

CIRCULAR

It is circulated for the information for all the HODs/ Directors/Controlling Officers that a panel of the Class – IV substitutes has been uploaded on the University website for circulation, therefore no substitute shall be engaged from outside 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 leave period.

No: Estab/18/ 19275-374
Dated: 12/01/18
Copy to:-


Registrar


1. Spl. Secretary to the Vice Chancellor, University of Jammu 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/DLI/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 Studies/ Centre for IT Enabled services & Management/
5. Dean Students Welfare/Provosts (Boy's/Girl'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. Librarian, Dhanvantri Library
9. I/c Director, Computer Centre
10. Sr. P.A. to Joint Registrar (Exams)/(CDC/DDE./Finance)
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. PRO to VC, VC Secretariat
17. Security Officer
18. All Sections