

UNIVERSITY OF JAMMU

CIRCULAR

In Continuation to a Letter No. OSD/VC/12/215-315 dated 25/07/2012, as clearly stated in **University Calendar Volume –I at page no. 422-428** that:-

“all Head of Departments and officers shall see that the stocks with them are correct and for this purpose they should carry out periodical checks. Complete verification of stores of each Department shall be carried out by the Head of the Department with the help of selected teachers atleast once in every year”.

All the concerned are requested to carry out periodical verifications of the stocks of their respective department/offices within **two days** and confirm the same by intimating this office. **It is to further reminded that the Audit of the University by External Audit Party is going on and they may ask for the same from any Department/Office.**

No. JU/IA/16/1598-1697

Dated: 12/02/2016

W. Shauk
12/02/16
Asst. Dy. Registrar (Int. Audit)
12/2
12/15
12/02/2015

Copy to:-

01. Spl. Secy. to Hon'ble Vice Chancellor.
02. Dean Academic Affairs.
03. Sr. P.A. to Registrar.
04. Sr. P.A. to Joint Registrar (Fin.)
05. Sr. P.A. to Controller of Examinations/Director, Colleges Development Council.
06. Addl. Controller of Examinations.
07. All Rectors/Project Directors of the various Campuses of the University.
08. Dean Students Welfare/Provost Hostels.
09. All Heads of the teaching Departments of the University.
10. Director, DIQA.
11. All Directors of the University.
12. Convenor, Publication Cell.
13. Convenor, Campuses Beautification.
14. I/C Librarian, Dhanvantri Library,
15. Programme Coordinator, NSS.
16. Chief Medical Officer.
17. All Wardens of University Hostel.
18. All Dy. Registrar/Assistant Registrar.
19. Chief Coordinator, SPRU.
20. Content Manager, University Website.
21. President JUTA/NTEU/JUNGEA
22. All Sections.
23. Security Officer
24. Guard file

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23-2-2016