

# UNIVERSITY OF JAMMU

## CIRCULAR

It is hereby circulated for the information of all concerned employees that the Worthy Registrar alongwith other Senior Officers of the University shall have a personal interaction with the ministerial/secretarial staff **from 3:00 p.m. to 4:00 p.m.** as per the programme given below:-

S. No.	Designation	Venue	Date of interaction
1.	Section Officers, Sr. P.As, P.As & Steno Typists	Committee Room, DAA Office, 1 <sup>st</sup> Floor, Old Administration Block	16.05.2017
2.	Head Assistants	Committee Room, DAA Office, 1 <sup>st</sup> Floor, Old Administration Block	17.05.2017
3.	Senior Assistants	Rajinder Singh Auditorium	18.05.2017
4.	Junior Assistants	Rajinder Singh Auditorium	19.05.2017

It is further circulated that the attendance of all the employees is mandatory in the above mentioned personal interaction programme.

The expenditure on a/c of refreshment charges shall be met out of the budget head '1 Adm Grant'.

  
Assistant Registrar (Estab)

No: Estab/17/3214-3313

Dated: 12.05.2017

Copy to :-

1. Special Secretary to the Vice Chancellor, University of Jammu for the kind information of the Worthy Vice Chancellor please  
Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
2. Sr. P.A. to the Registrar/Controller of Examinations
3. 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
4. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
5. All Rectors/Directors, Offsite Campuses
6. All Heads of the Teaching Departments of the University
7. I/c Librarian, Dhanvantri Library
8. I/c General Zarawar Singh Auditorium
9. I/c Director, Computer Centre
10. Sr. P. A. to the Joint Registrar (Finance)
11. Programme Coordinator, NSS
12. All Wardens of University Hostels
13. All Joint/Deputy /Assistant Registrars
14. Executive Engineer, UWD
15. Manager Guest House
16. Medical Officer, UHC
17. President, JUNTEU/JUNGEU
18. Security Officer
19. All Sections
20. All concerned
21. Guard File