

UNIVERSITY OF JAMMU

CIRCULAR

It has been observed that some Officers/Officials proceed on leave for longer durations (exceeding 2 working days at a stretch) without taking prior approval of the sanctioning authority, which is not a healthy practice for the smooth functioning of the University system.

The authorities have taken a serious note of it, as such, through the medium of this circular, it is impressed upon all the leave availing Officers that they shall ensure that prior approval be obtained whenever he/she proceeds on leave and that in such an event the charge(s) of all the positions held by him/her be handed over to the another Officer/Official with the prior approval of the Competent Authority, till the duration of the leave.

The above may please be noted for strict compliance.


REGISTRAR

No: Estab/1765714-5813

Dated: 19/6/17

Copy to :-

1. Special 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/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. I/c Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Sr. P. A. to the Joint Registrar (Finance)
12. Programme Coordinator, NSS
13. All Wardens of University Hostels
14. All Joint/Deputy /Assistant Registrars
15. Executive Engineer, UWD
16. Manager Guest House
17. Medical Officer, UHC
18. President, JUNTEU/JUNGEU
19. Security Officer
20. All Sections