


UNIVERSITY OF JAMMU

CIRCULAR

In anticipation of the approval of the Competent bodies, the Vice-Chancellor has authorized the adoption of Circular No. 22GAD(vig) of 2015 dated: 10.07.2015 issued by the Government of Jammu and Kashmir, General Administration Department (Vigilance Section), forming annexure to this office Circular, in the University of Jammu, as has been adopted by the University of Kashmir, Srinagar vide Circular No. F (Anon-Pseud)GA/16 dated: April 01, 2016.



REGISTRAR

No: Estab/17/ 29214- 29313

Dated: 21/02/17

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. Programme Coordinator, NSS
12. Medical Officer, UHC
13. All Wardens of University Hostels
14. All Joint/Deputy /Assistant Registrars
15. Executive Engineer, UWD
16. Manager Guest House
17. Assistant Registrar (Coordination) **with the request to place same before the Competent Bodies.**
18. Security Officer
19. All Sections
20. Guard File



Government of Jammu and Kashmir
General Administration Department
(Vigilance Section)
Civil Sect: Srinagar/Jammu

Subject: Disposal of anonymous/pseudonymous complaints.

Circular No. 29 GAD (Vig) of 2015
Dated: 10-07-2015

Guidelines regarding disposal of anonymous/pseudonymous complaints have been issued in the past, vide Circular No. 29-GAD (vig) of 2014 dated 31.07.2014, in which the following procedure has been laid down for handling anonymous/pseudonymous complaints in the Departments/Autonomous Bodies:-

- i) No action is required to be taken on anonymous complaints, irrespective of the nature of allegations and such complaints need to be simply filed.
- ii) Complaints containing vague allegations could also be filed without verification of identity of the complainant.
- iii) If a complaint contains verifiable allegations, the administrative department may take cognizance of such complaint with the approval of the competent authority to be designated by the department. In such cases, the complaint will be first sent to the complainant for owning/disowning, as the case may be. If no response is received from the complainant within 15 days of sending the complaint, a reminder will be sent. After waiting for 15 days after sending the reminder. If still nothing is heard, the said complaint may be filed as pseudonymous by the department/Autonomous body.

It is accordingly, once again, impressed upon all the concerned to ensure strict implementation of the above mentioned instructions for handling the anonymous/pseudonymous complaints in the Departments/Autonomous Bodies.

Sd/-
(Gazzanfar Hussain)
Commr./Secretary to Government,

No: GAD(Vig)50-Comp/2014

Dated: 10-07-2015