

UNIVERSITY OF JAMMU

URGENT – OUT TODAY

CIRCULAR

In view of conduct of forthcoming Panchayat Elections 2017, the District Panchayat Election Officer (Deputy Commissioner, Jammu) vide communication No. ENT/J/2017/ 2889-3088 dated: 10.11.2017 has directed to furnish the list of employees working in the University as per enclosed format for appointment as ROs/AROs/Presiding/Polling Officers and other allied election duties.

As such, through the medium of this circular, all the Rectors/ Directors/ Head of the Departments/Branch Officers are hereby requested to supply the required information of the employees working under their control on the enclosed format (with soft copy in excel sheet at the e-mail id: **arestabju@gmail.com**) strictly as per the enclosed format within two days positively from the receipt of this circular.

Also, at the end of the list, a certificate be furnished that no employee has been left out.

This may be treated as **ELECTION URGENT**.


REGISTRAR

No: Estab/17/ 15219 - 318

Dated: 24/11/17

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. Rectors/Directors of offsite campuses
5. 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
6. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
7. All Heads of the Teaching Departments of the University
8. Principal, IMFA
9. I/c Librarian, Dhanvantri Library
10. I/c General Zorawar Singh Auditorium
11. I/c Director, Computer Centre
12. Sr. P. A. to the Joint Registrar (Finance)
13. Programme Coordinator, NSS
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Executive Engineer, UWD/Manager Guest House
17. Medical Officer, UHC
18. President, JUNTEU/JUNGEU
19. Security Officer
20. All Sections/Guard File

PROFORMA FOR THE FILLING UP THE EMPLOYEE DETAILS (Master Data Collection)

S. NO.	EMPLOYEE NAME	SEX (M/F)	AGE	EMPLOYEE TYPE (CENTRAL/STATE)	Designation	PAY SCALE (Pay Band+Grade Pay) Pre-Revised (6thPC)	CATEGORY (Gazetted/Non Gazetted)	Controlling Officer					Contact No & emaild				REMARKS		
								PLACE OF POSTING	HOME TEHSIL (BIRTH TEHSIL)	HOME BLOCK (BIRTH BLOCK)	POSTING TEHSIL	POSTING BLOCK	RESIDENTIAL TEHSIL	RESIDENTIAL BLOCK	PRESENT ADDRESS	PHONE/MOBILE NO		POSTED AS BLO (Y/N)	URDU KNOWING (Y/N)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

- 1 Home TEHSIL/BLOCK (Name) = TEHSIL/BLOCK Name (In which Officer/Official has been born)
- 2 Posting TEHSIL/BLOCK (Name) = Posting TEHSIL/BLOCK NAME (In which Officer/Official is presently posted.)
- 3 Residencial TEHSIL/BLOCK (Name) = Residencial TEHSIL/BLOCK NAME (In which Officer/Official is presently residing.)
- 4 All District Offices are required to send the compiled lists in consultation with subordinate offices concerned (espically Education/R&B/PHE etc.)
- 5 In no case duplicate be arrived at Election DC Office Concerned

Note:- All fields are mandatory don't skip any field

Certificate to be furnish by controlling officer that no employee has been left out