



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' Grade University)

Baba Saheb Ambedker Road, Jammu

No : Estab./18/15443-542
Dated: 25/10/2018

CIRCULAR

It is circulated for the information of all the HODs/Controlling Officers/ Branch Officers that the service books of newly designated Helpers/Assistants working under their control be prepared and completed in all respects. The Confirmation of having done so be sent to Assistant Registrar Establishment by 15th of December 2018.

Neeraj Singh
REGISTRAR

Copy to:-

1. Spl. Secretary to Vice-Chancellor.
2. Sr. P.A to Dean Academic Affairs/ Dean Research Studies.
3. Sr. P.A to 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 and Ladakh Region/SHTM/ICCCR& HRM /School of Visual and performing Arts. Design and Architecture/Centre for Women's Studies.
5. Dean Students Welfare/Provosts (Boy's /Girls's Hostels/Dean Student Placement.
6. All Heads of the Teaching Departments of the University.
7. I/c General Zorawar Singh Auditorium.
8. I/c Computer Centre/Centre for IT Enabled Services & Management.
9. I/c Librarian, Dhanvantri Library
10. Sr. P.A to Joint Registrar (Finance/Exams/CDC/DDE).
11. Programme Coordinator, NSS.
12. Medical Officer, UHC.
13. All Wardens of University Hostels.
14. All Dy. Registrars/Assistant Registrars.
15. Executive Engineer/Manager Guest House.
16. President. JUTA/JUNTEU/JUNGEA.
17. Security officer.
18. All Sections.
19. Guard File.