



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' Grade University)

Baba Saheb Ambedker Road, Jammu

No : Estab.18/ 9205-9304
Dated: 27-07-18

CIRCULAR

It is impressed upon all the HoD's*/Controlling Officers/Branch Officers to relieve the officials working under their kind control who are under transfer immediately without waiting for the reliever within Two (02) days positively from the date of issue of this circular with a copy of their joining reports immediately to the Assistant Registrar (Establishment). If not relieved within two days from the issuance of this circular, the concerned official shall be deemed to be relieved and report his/her new place of posting / adjustment and the onus of the handing /taking over of the charge shall lie with the concerned Controlling Officers/ Branch Officers.

However, the substitute of the incumbents, if required will be provided later.

The matter be treated as MOST URGENT.

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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.