

# UNIVERSITY OF JAMMU

## CIRCULAR

It is for the information of all concerned Controlling Officers that the meeting of the Screening Committee is scheduled to be held shortly, as such, all the Controlling Officers are requested to submit the APRs / Work and Conduct Reports of the officials who are due for their placement at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Step under the existing Three Tier Career Advancement Scheme upto 31-10-2018 and upto 30.04.2018 for Ministerial/Secretarial staff by 15<sup>th</sup> November 2018 so that the same can be placed before the forthcoming Screening Committee.

No: Estab/18/ 16104 -16203  
Dated: 31/10/2018  
Copy to:-

*Neeraj*  
REGISTRAR  
30/11

1. Spl. 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 Studies/ Centre for IT Enabled services & Management/
5. All Rectors / Directors of the campuses of the University
6. Dean Students Welfare/Provosts (Boy's/Girl's Hostels)/Dean Student Placement
7. All Heads of the Teaching Departments of the University
8. I/c General Zorawar Singh Auditorium
9. I/c. Librarian, Dhanvantri Library
10. I/c Director, Computer Centre
11. Sr. P.A. to Joint Registrar (Exams)/(CDC/DDE./Finance)
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Dy. Registrars/Assistant Registrars
16. Executive Engineer/Manager Guest House
17. PRO to VC, VC Secretariat
18. Security Officer
19. All Sections