

UNIVERSITY OF JAMMU

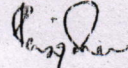

CIRCULAR

It has generally been observed that the officials/ transferees are not relieved by their Controlling Officers, as a result, they do not join their new place of posting which amounts to non-compliance of administrative order.

Through the medium of this Circular, all the Directors/HODs/Branch Officers are, therefore, requested to relieve the concerned officials within two days positively failing which the transferees will join their new place of posting without waiting for the relieving orders. In the latter case, the responsibility of handing over/taking over will lie with the Controlling Officer, also the non compliance will be viewed seriously.

No. Estab. M/ 24087-186

Dated: 21/2/14


REGISTRAR 21.2.14


Copy to:-

1. Spl. Secretary to Vice-Chancellor
2. P. S. to Dean Academic Affairs
3. Sr.P.A. to Dean Research Studies
4. Sr. P.A. to Registrar/Controller of Examinations
5. Director, DDE/CDC/ DIQA /DLL/Physical Education/Academic Staff College/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage,DSRS/ Centre for History of Culture of Jammu & Ladakh Region/CHTM/ICCCR&HRM/ Centre for New Literatures, Culture & Communication/SVAPADA/Disaster Management
6. All Rectors /Directors of the various Campuses of the University
7. Dean Students Welfare/Students Placement /Provosts (Boys /Girls' Hostels)
8. All Heads of the Teaching Departments of the University
9. Administrator, General Zorawar Singh Auditorium
10. I/C Librarian, Dhanvantri Library/I/c Post M.A. Urdu Professional Course
11. Sr. P.A. to Joint Registrar(Exams/Finance/CDC)
12. I/c Computer Centre / I/c Centre for IT enabled Services & Management
13. Programme Coordinator, NSS
14. Medical Officer, University Health Centre
15. All Wardens of University Hostels
16. All Dy. Registrars/Assistant Registrars
17. Executive Engineer/Manager Guest House
18. I/c University Website
19. President, JUTA/NTEU/JUNGEA
20. Security Officer