



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' Grade University)

Baba Saheb Ambedker Road, Jammu

No : Estab.19/ 853-952  
Dated: 23-04-19

## Circular

It is circulated for the information of all the concerned Rectors/Directors/HODs/ Controlling Officers / Branch Officers/ that the agreement with an outsourcing agency i.e. ABN Personnel Network for providing manpower to the University of Jammu **came into force on 1.04.2019**. As such, all Rectors/Directors/HODs/ Controlling Officers/ Branch Officers/ Provost/Wardens are hereby advised to approach the office of Registrar for seeking approval of Competent Authority for engagement of any person through outsourcing agency.

Further, the proposal for engaging the person/s on leave chance basis or need basis should reach the Registry 20 days prior to the date of commencement of leave period of an employee. Proposal for each and every engagement/requirement shall be routed and processed through the Establishment Section only. **Under no circumstances whatsoever**, will any person be engaged without prior approval or directly by Rectors /Directors/HODs/Controlling Officer/ Branch Officer/Provost/Wardens.

*[Handwritten Signature]*  
**REGISTRAR**  
*[Handwritten Initials]*

Copy to:-

1. Sol. 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/Academic Staff Colleges/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/Disaster Management Centre/School of Visual and performing Arts, Design and Architecture/Centre for New Literature, Culture and Communications/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/Post M.A. Urdu Professional Course.
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.