

UNIVERSITY OF JAMMU

ORDER

Subject:- Opening of Offices in the University of Jammu-Attendance regarding

In continuation to earlier communications on the above referred subject and pursuant to Government Order No.584-JK(GAD) of 2020 dated 20.05.2020 issued by the Additional Secretary to the Government, General Administration Department, Govt. of J&K, Civil Secretariat, Jammu, the attendance in the University of Jammu shall be regulated as under, keeping in view the social distancing norms :

1. All Rectors/Directors/Heads of the Teaching Departments/ Offsite Campuses/ Directorates and all Officers of the level of Assistant Registrar and above shall attend their respective Offsite Campuses/ Departments/Directorates/Offices on all working days.
2. In order to regulate the attendance of Officials, all Rectors/Directors/Heads of Teaching Departments/Offsite Campuses/Directorates and Controlling Officers shall prepare a roster so as to ensure that 50% of the Administrative Staff(**Residing in Green Zone Only**) of their respective Offsite Campuses/ Departments/Directorates/Offices attend office on every alternate day. The Officials, who are not required to attend Office on a particular day, shall work from home and should be available on telephone and other electronic means of communication at all times.

The Essential Services employees shall, however, continue to perform their duties as earlier and the relaxation for certain employees as already notified by the University as per the Govt. norms, shall continue to remain operative till further orders.

Sd/-
REGISTRAR

Dated:-**May 26, 2020**

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian(Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. Director-DIQA
7. I/c Administrator, General Zorawar Singh Auditorium
8. Sr. P.A. to the Joint Registrar (Finance/ DDE)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator(NSS)
11. All Wardens of University Hostels
12. President, JUTA/JUOWA/JUNTEU/JUNGEA
13. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
14. Chief Medical Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File