

UNIVERSITY OF JAMMU

CIRCULAR

It has been observed that some of the officers/officials are not maintaining punctuality and reach the office late/or leave the office early despite repeated circulars issued from time to time.

The Vice-Chancellor has taken a serious note of this and issued instructions that action be taken in respect of such employees who are not maintaining punctuality and come to the office late or leave the office early or found missing from their seats during office hours.

All the employees are, therefore, once again instructed through this circular to maintain punctuality.


REGISTRAR


No: Estab/21/8166 - 265

Dated: 23/02/2021

Copy to :-

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