

UNIVERSITY OF JAMMU

CIRCULAR

It has been observed that many employees from the different Departments/Sections/offices visit the Establishment Branch at any point of time in a day due to which official work of the Section is suffering badly.

As such, through the medium of this circular, all the employees are hereby informed that Establishment Branch shall be open for visit of employees only after 2:00 p.m. on working days.

All concerned to note for compliance.

No: Estab/21/19892-991
Dated: 23-03-21


REGISTRAR


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. Chief Accounts Officer
13. Medical Officer, University Health Centre
14. All Assistant Registrars
15. Chief Security Officer
16. All Sections/Guard File
17. Manager Guest House
18. Security Officer
19. All Sections
20. Guard File