

UNIVERSITY OF JAMMU

CIRCULAR

This is for the kind information of all the Heads of the Departments, University of Jammu that there have been few incidents of minor thefts around the buildings. Since the Chowkidars of every department is under the control of the respective department, the department should ensure that the Chowkidar performs his duty with full sincerity during the non-working hours. You are requested to disseminate following additional points to the Chowkidar during your briefing in order to make his duty more effective and accountable:

- 1) The Chowkidar should switch on all the lights fixed on the top of the building and few lights inside the building.
- 2) The Chowkidar should keep patrolling at least upto 25 meter around the building and ensure that the property of the department and University is secure.
- 3) In no case the Chowkidar should leave the department without proper handing over of the Building to the reliever.
- 4) The Chowkidar should not be assigned any day duty by the department.

No. Security/21/ 2662-710
Dated: 30-03-2021


(Dean Students Welfare)

Copy to:

- 1) Spl. Secretary to Honble Vice-Chancellor for kind information.
- 2) The Registrar, for kind information.
- 3) Director IT, kindly upload the circular to University website.