

UNIVERSITY OF JAMMU

ORDER

Consequent upon Government Order No.23-JK (DMRRR) of 2021 dated 24.04.2021, issued by the Member Secretary, State Executive Committee, Department of Disaster Management, Relief, Rehabilitation & Reconstruction (State Executive Committee), Govt. of Jammu & Kashmir vide endorsement No: DMRRR/PS/Secy/551/2020 dated 24.04.2021, it is hereby notified for the information of all concerned that the attendance of Non-Teaching staff i.e. below the rank of Assistant Registrar and equivalent pay band positions, shall be restricted to 50% only w.e.f. 1<sup>st</sup> May, 2021, till further orders.

The Controlling Officers of the respective Teaching Departments/ Directorates/Administrative Offices shall accordingly prepare a roster so as to ensure that 50% of the staff (**Residing in areas other than those declared as Micro Containment Zones only**) of their respective Departments/ Directorates/Offices attends office on every alternate day.

The Officials, who are not required to attend Office on a particular day, shall work from home. They shall mandatorily be required to keep their mobiles phones always in **SWITCH ON** mode and shall remain available on telephone and other electronic means of communication at all times. Further, any of the COVID-19 negative employees can be called by the concerned Controlling Officer, as and when his/her services are required.

  
REGISTRAR

No: *Estab/21/1175-1274*

Dated: -26.04.2021

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/ Director(DIQA)
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. I/c Administrator, General Zorawar Singh Auditorium
7. Sr. P.A. to the Joint Registrar (Finance/ DDE)
8. I/c Computer Centre/Coordinator Campuses
9. Programme Coordinator(NSS)
10. All Wardens of University Hostels
11. President, JUTA/JUOWA/JUNTEU/JUNGEA
12. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
13. Chief Medical Officer
14. All Assistant Registrars
15. Chief Security Officer
16. I/c University Website

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