

# UNIVERSITY OF JAMMU

## CIRCULAR

It is hereby circulated for the information of all concerned Faculty members of the University that in case they claim remuneration / honorarium for performing additional duties on Administrative Positions defined vide order No. Adm/TW/15/5249-98 dated 04.09.2015 i.e. Head of the Department of Teaching Department/ All Rectors/Directors of the Offsite Campuses/ DSW/Director, DIQA/Incharge Librarian/Provost/Wardens/Conveners/Manager Guest House/Member Secretary J&K SET, the said period for performing additional duties shall not be counted towards grant of accumulated leave salary beyond 120 days.

Further, the remuneration/honorarium once claimed shall not be permitted for remittance at the time of claiming Leave Encashment.

  
REGISTRAR  
  
8.9.21

No: Adm/TW/21/1713-62  
Dated: - 08.09.2021

### Copy to: -

1. Spl. Secretary to the Vice-Chancellor, University of Jammu, Jammu for kind information of the worthy Vice-Chancellor, please.
2. Dean Research Studies/Dean Academic Affairs
3. Sr. P.A. to the Registrar/ Controller of Examinations/ DDE/DIQA
4. All Rectors /Directors of the various Campuses of the University
5. All Heads of the Teaching Departments of the University
6. Dean Students Welfare/Provosts (Boys'/Girls' Hostels)
7. I/C Librarian, Dhanvantri Library.
8. All Wardens of the University Hostels.
9. Joint Registrar (Finance)
10. Chief Accounts Officer
11. President, JUTA.
12. I/c University website
13. Guard file