UNIVERSITY OF JAMMU

CIRCULAR

It has been observed that the some employees working in the University of Jammu are writing their names wrongly and not as per their documents submitted at the time of their appointment due to which their salary has been kept withheld.

Accordingly, through the medium of this circular, it is impressed upon all such employees working in the University of Jammu to desist from such practice and use their names as per their documents.

In case any employee has any objection with regard to his/her particulars, he/she may send a representation to that effect within 15 days from the date of the issuance of this circular through his/her Controlling Officer alongwith the documentary proof for consideration.

Marotra

REGISTRAR

No: Estab/21/ 23097- 196
Dated: 09/11/2021
Copy to :-

1. Special Secretary to the Vice Chancellor. University of Jammu for the kind information of the Worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director. DDE/CDC/DLL/DIQA//Physical Education/HRDC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/SHTM/ICCCR&HRM/School of Visual and Performing Arts. Design and Architecture/Centre for Women's Studies/Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
6. All Rectors/Directors. Offsite Campuses
7. All Heads of the Teaching Departments of the University
8. I/c Librarian. Dhanvantri Library
9. Convener. Website Monitoring and Updation Committee
10. I/c Administrator. General Zorawar Singh Auditorium
11. I/c Director. Computer Centre
12. Sr. P. A. to the Joint Registrar (Finance)
13. Programme Coordinator. NSS
14. All Wardens of University Hostels
15. All Deputy Registrars
16. All Assistant Registrars
17. Executive Engineer. UWD
18. Manager Guest House
19. Medical Officer. UHC
20. Security Officer
21. All Sections/Guard File