UNIVERSITY OF JAMMU
ORDER

In continuation to earlier order issued vide No: Estab./22/2231457 dated: 05.12.2022 following is the revised list of Officials of the University who have been assigned Departments/ Sections/Centres/Campuses for completing the CPIS information in respect of all the permanent employees of the University as per the details given below:-

S.No	Team	Members	Departments/Sections Assigned
1	Team-1	1. Nidhi Vaid (N-1582), CDC (9419262753)	• Buddhist Studies • English • Punjabi • Sanskrit • Statistics
		2. Archana Sharma (N-1585), Computer Wing/Exam(9419769008) 3. Sabhat Pervaz Sheikh (N-2225), Computer Wing/ Exam 9906234623	• Controller of Examinations
		4. Kusum (N-1508) (Dhanvantri Library) (9419205856)	• Central Library • Sociology
		5. Shantul Raina (N-2271)(Centre for IT) (7006538672)	• Centre for History and Culture of Jammu and Ladakh Region and RinchenBzngpo Art Gallery • Centre for Museology • Computer Science and IT • Strategic and Regional Studies
		6. Jatinder Kour (N-2053) (RUSA) (9419145471)	• Centre for Women Studies • Disaster Management Center • Estates • Hindi
		7. Manu Malhotra (N-1378) (9622762191)	• Dogri • Mathematics • Computer Center
2	Team – 2	1. Anil Kumar Dubey, (N-1584), EDP	• Commerce

		(9622044323)	• SHTM • ICCR & HRM • BRS Auditorium
		2. Satinder Jamwal, (N-1588), Budget (9419137181)	• Botany • Zoology • Education • History
		3. Daleep Bhat, (N-1586), Grants (9797516445)	• DDE • Urdu • USIC • Publication Cell
		4. Parvinder Singh, (N-2266), Income Tax (9906284823)	• Provost (Girls Hostel) • Human Genetics • Wadia museum of natural History
		5. Pawan Kumar (N-1011), Home Science (9419281633)	• University Guest House • Provost (Boys Hostel) • Health centre
		6. Vivek Mahajan, (N-1593), Geography (9419107808)	• Dean Student Welfare • NSS • Biochemistry • SVAPADA
3	Team-3	1. Arun Mahajan,(N-2236), Cash Section (9797600920) 2. Gourav Sahi,(N-2231), Establishment (9419146956) 3. Sourav Chalotra, (N-2217) Establishment Section (7006576969)	• ADM BLOCK 1 • ADM BLOCK 2 • University Works Department • Political Science
		4. Sahil Sharma, (N-1583) (Chemistry) (9596635685)	• Economics • Directorate of Sports and Physical Education • Library and Information Science
		5. Preshat Dev Singh, (N-2007), IMFA (9797624329) 6. Geetika Sharma, IMFA, (7006682198	• IMFA
		7. Surjeet Kumar (N-2239), DLL (9906288619)	• Life Long Learning
		8. Vikram Thakyal, (N-1594) (	• Remote Sensing • Home Science • Environmental Sciences

9419100566
9797757388

			• Biotechnology • Chemistry
4	Team-4	1. Nipun Kohli, (N-2235), Adm TW (9796021109)	• Law Department • The Law School • Electronics • Geography • Arboriculture & Landscaping
		2. Nishu Magotra(N-1377) (The Business School) (9419206850)	• Geology • The Business School • Center for Musicology • Psychology
		3. Vinod Bali, (N-2234), DIQA (9419209177)	• Centre For IT&ESM • Dean Placement • GZSA
		4. Abhimanyu Sharma, (N-2232), GeM (8492861302)	• Security Office • Dean Research Studies • Physics • HRDC
		5. Krishan Lal, (N-1744) Bhaderwah Campus (8082854868) 6. Parvesh Singh, (N-1800) Bhaderwah Campus(9906282232)	• Bhaderwah Campus
		7. Gurmeet Kour (N-3506) 9419611982	• Poonch Campus • Reasi
		8. Mohit Sharma, (N-1781), Kathua Campus (9419239083)	• Kathua Campus
		9. Ganga Ram, (N-3484), Assistant (9419847167)	• Ramnagar
		10. Amit Sharma (N-3499), Assistant (7889717564)	• Udhampur Campus
		11. Mubasher Hussian, (N-3482), Assistant	• Kishtwar Campus

Above mentioned authorized Officials shall be responsible for creation of CPIS ID on the CPIS portal and uploading of the required documents in respect of the officials of their assigned Departments/Sections/Campuses latest by 31.01.2023 in direct coordination with the concerned Employees/HODs/Directors/Branch Officers/Section Officers.

They can either go to the Computer Lab in General Zorawar Singh Auditorium between 11.00 a.m to 2.00 p.m daily for uploading of CPIS information, which is functional under the overall charge of Sh. Manu Malhotra.

<p align="center">OR</p>

They can complete the said work from their respective work places (Department/ Sections).

Needless to mention here that it is an important time bound exercise which need to be completed by 31.01.2023, failing which the salary of such employees whose information is not uploaded may be kept withheld for want of the requisite information on CPIS Portal. All these officials can communicate their problems (if any) in the Whatsapp group specifically constituted for the said purpose to keep track of the daily progress made in this regard and for having necessary action accordingly.

Further, the following employees shall be responsible for verifying the employees information required for the CPIS portal:-

1.	Ms. Shallu Saini, Head Assistant	-	For Helpers/Assistants
2.	Ms. Geetika Sharma, Head Assistant	-	For IMFA employees
3.	Mr. Prikshit, Junior Assistant	-	For IMFA employees

All the employees shall be required to submit their requisite documents to the concerned official for creation of the CPIS ID as follows:

a. Photograph (less than 20KB).

b. 1st appointment Order in pdf format of size less than 200KB.

c. Promotion Orders in pdf format of size less than 200KB (Each promotion order in separate file).

d. Service book in pdf format of size less than 500KB.

All the HODs/Controlling Officers are requested to kindly spare the services of the nominated officials accordingly.

Malhotra
REGISTRAR

No. Estab/23/26839-80
Dated: 20-01-2023
Copy to:-

1. Spl. Secretary to Vice-Chancellor for the kind information of the Hon'ble Vice-Chancellor pl.
2. Sr. P.A to Registrar for information
3. Administrator, GZSA
4. I/c Director, Computer Centre (with the request to provide the requisite no of computer systems including working internet connection, Printers and Scanners in GZSA lab. along with one Lab. Assistant w.e.f 06.12.2022
5. Chief Accounts Officer
6. All concerned Heads /Branch Officers of the concerned officials
7. All Concerned
8. Guard File