UNIVERSITY OF JAMMU

ORDER

In the interest of administration, Dr. Dinesh Gupta, Programmer, EDP, Finance Wing will look after the job of Digitization in addition to his existing duties with immediate effect.

The assigned task of digitization which includes Digitization of all important Documents and service records of all the employees (Teaching/Non-Teaching) shall be carried out by Dr. Dinesh Gupta in a phased manner to cover every Office/Section/Department of the University.

It is, therefore, impressed upon all the concerned Offices/Sections/Departments of the University to co-operate with Dr. Dinesh Gupta (Programmer) for smooth and timely completion of the Digitization of record.

Dr. Dinesh Gupta shall submit progress report in this regard every fortnightly to the Registry.

REGISTRAR

No: Estab/23/ 31321-79
Dated:-27.02.2023

Copy to:-

1. Special Secretary to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.
2. All Heads of the Departments.
3. Sr. P.A to Registrar.
4. Sr. P.A to Controller of Examination/Joint Registrar.
5. Chief Accounts Officer
6. All concerned Sections