UNIVERSITY OF JAMMU

CIRCULAR

In continuation to earlier Circular No. Estab/23/2456-2555 dated 08.05.2023, all the Rectors/Directors/HODs/Officers of University Main Campus/Offsite Campuses are requested to direct all the Officers (including Technical/Isolated Officers)/Non-teaching/Non-gazetted Employees working under their control to provide their personal/family details as per the revised Annexure – I (copy enclosed) for the generation of Bar Code of the health Card for the issuance of Health-I Card for the utilization of medical services of the Health Centre, University of Jammu within 10 days to the Establishment/NTW Section enabling this office to transmit the requisite information to the concerned quarters.

415/23

No: Estab/23/3240-3339 Dated: 16-05-2623 Copy to :-

- 1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
- 2. Dean Research Studies/ Dean Academic Affairs /Dean Planning & Development for information please.
- 3. Registrar/ Controller of Examinations/DCD/DDE/DIQA for information please.
- 4. All Rectors / Directors of the Offsite Campuses of the University
- 5. All Heads/Directors of the Teaching Departments of the University
- 6. Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
- 7. I/c Administrator, General Zorawar Singh Auditorium
- 8. Joint Registrar (Finance)/ Joint Registrar (CDC)
- 9. I/c Computer Centre / I/c University Website/Coordinator Campuses/Programme Coordinator (NSS)
- 10. All Wardens of University Hostels
- 11. SE/XEN/ I/c Media Cell / Manager Guest House
- 12. All Dy. Registrars/Assistant Registrars
- 13. Chief Accounts Officer
- 14. Medical Officer, University Health Centre
- 15. President/General Secretary, JUTA/JUOWA/JUNGEU
- 16. Organizing Secretary, JUNTEU

Emp. No				
Emp Name				
Emp Designation				
Mobile No.				
Email ID				
Department/Section				

S. No.	Name of the Employee and his/her family members	Date of Birth	Relation with Employee	Occupation
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Place:_____ Dated:_____ Signature of the University Employee