

**CENTRE FOR IT ENABLED SERVICES AND MGT.  
UNIVERSITY OF JAMMU, JAMMU.**

Ref. No.CIT/JU/2023/ 308

Date: 02/06/2023

**CIRCULAR**

This is with reference to University Order No.Estab/23/3069-3167 dated 16.5.2023 and letter No.Estab/23/4495-10 dated 25.5.2023 from the Registrar regarding biometric attendance. The following will be the schedule of enrolment of employees:-

<b>S.No.</b>	<b>Block</b>	<b>Date of enrolment</b>
1.	Examination (Controller of Examination and all sections of CE.	5 <sup>th</sup> & 6 <sup>th</sup> June, 2023
2.	New Administration (VC Secretariat, Registrar Office, Director CDC and e-governance)	7 <sup>th</sup> June, 2023
3	Old Administration (DAA office, DIQA, Joint Registrar Finance, Chief Accounts Office and other sections )	8 <sup>th</sup> and 9 <sup>th</sup> June, 2023
4	Directorate of Distance and Online Education	12 <sup>th</sup> June, 2023
5	Office of Dean Students Welfare, University Works Department, Health Centre, Dean Research Studies.	13 <sup>th</sup> June, 2023

Venue shall be the respective blocks and the enrolment shall start every day at 11:00 a.m.

  
(Er. Anik Gupta)  
Director-IT

Copy to :-

1. S.S. to the Vice-Chancellor for kind information of the Hon'ble V.C.
2. Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Director CDC/ Director DDE/ Controller of Examination, Dean Students Welfare/ Joint Registrar Finance.
4. Executive Engineer/Medical Officer/Chief Accounts Officer.