



Most Urgent

# UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu  
Jammu (J&K) - 180006

## CIRCULAR

It is circulated for the information of all the concerned that the University has started reviewing the actual manpower (Permanent/Outsourced) requirements in all the Departments/Sections/Directorates/Hostels etc.

In this connection, there is a need of data as per Annexure-A so that the rational distribution of manpower (permanent/outsourced) may be done accordingly.

All the Controlling Officers of all the Departments/Sections/Directorates/Hostels/Offsite Campuses etc. are hereby requested to provide data strictly as per the Annexure-A so that further decisions in the interest of University (if required) may be taken positively at the earliest.

**Note: Please provide the data as soft copy on email ID of Assistant Registrar (Estab) i.e. arestabju@gmail.com in Excel format strictly as per prescribed format and send the same through official e-mail IDs of the Respective Controlling Officer/s.**

*Nasrovia*  
REGISTRAR  
*A. G. B.*

No. Estab./23/ 8832-8931

Dated: 10-07-2023.

### Copy to:

1. Spl. Secretary to Vice-Chancellor.
2. Sr. P.A to Dean Academic Affairs/ Dean Research Studies.
3. Sr. P.A to Registrar/Controller of Examinations.
4. Director, DDE/CDC/DLL/DIQA/Physical Education/Academic Staff Colleges/Centre for Studies in Museology & Sheikh Noor-Ud-Din-Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu and Ladakh Region/SHTM/ICCCR & HRM/Disaster Management Centre/School of Visual and performing Arts, Design and Architecture/Centre for New Literature, Culture and Communications/Centre for Women's Studies.
5. Dean Students Welfare/Provosts (Boy's /Girl's Hostels)/Dean Student Placement.
6. All Heads of the Teaching Departments of the University.
7. I/c General Zorawar Singh Auditorium.
8. I/c Computer Centre/Centre for IT Enabled Services & Management.
9. I/c Librarian, Dhanvantri Library/Post M.A. Urdu Professional Course.
10. Sr. P.A to Joint Registrar (Finance/Exams/CDC/DDE).
11. Programme Coordinator, NSS.
12. Medical Officer, UHC.
13. All Wardens of University Hostels.
14. All Dy. Registrars/Assistant Registrars.
15. Executive Engineer/Manager Guest House.
16. President, JUTA/JUOWA/JUNTEU/JUNGEA.
17. Security officer.
18. All Sections.
19. Guard File.

