



# UNIVERSITY OF JAMMU

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

## CIRCULAR

It is hereby circulated for the information of all the concerned that the extension cases of outsourced manpower hired through M/s ABN Personnel Network shall only be considered if applied three weeks prior from the date of expiry.

Further, extension shall only be provided after reviewing the actual work load and requirements of manpower in all the Departments/Sections/Hostels/Offsite Campuses etc.

All the respective Controlling Officers are requested to adhere to the instructions mentioned above so that rational distribution of manpower in the University can be done and maintained.

No. Estab./23/ 11145-11244  
Dated: 14-08-2023

  
REGISTRAR  


### 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. Security officer.
17. All Sections.
18. Guard File.