

UNIVERSITY OF JAMMU

CIRCULAR

It is for the information of all concerned that the Leave Management System under 'Samarth ERP' is being implemented in the University of Jammu. The Module requires entire record of Causal Leave in credit and availed by the Teachers/Non Vacational Staff.

All Rectors/Directors/HODs/ of University Main Campus/Offsite Campuses are requested to provide duly vetted record of Casual Leave till 01.10.2023 availed/ in credit of Teachers/Non Vacational Staff working in their department. The I/c Librarian is also requested to provide the record of Earned Leave and Casual Leave of the Deputy Librarian and Assistant Librarian working under his control.

Further, Dean Academic Affairs is requested to provide the duly vetted record of Causal Leave availed by the Rectors/Directors/HODs and Duty Leave availed by the Teachers.

The desired information may be sent to email ID. aradm_tw2222@rediffmail.com within a period of 10 days from the date of issuance of this circular, so that the compiled information may be sent to Dr. Guneet Singh Sudan, Incharge, E-Governance Initiative Cell for further necessary action.


REGISTRAR

No: Adm/TW/2023/2865-2915
Dated: 16/10/2023

Copy to: -

1. Special Secretary to the Vice- Chancellor for kind information of the Hon'ble Vice-Chancellor.
2. Sr. PA to Dean Academic Affairs, University of Jammu.
3. Sr. PA to Registrar/ Director, Directorate of Distance and Online Education, University of Jammu.
4. All Rectors/ Directors of the Offsite Campuses of the University
5. All Heads/ Directors of the Teaching Departments of the University
6. I/c Librarian, University of Jammu.
7. President JUTA
8. I/c University Website
9. Guard file