

# UNIVERSITY OF JAMMU

## NOTICE

It has been noticed that some employees working in different Sections/Departments/Directorates/Hostels/Campuses/Centres of University of Jammu are not sincere about their attendance and duties. Many such employees are found strolling here and there in the premises of the institution during duty hours. As such, through the medium of this notice, it is hereby directed to all such employees that they must not leave their Offices without prior permission of their Controlling Officers, thereby maintaining the decorum and adhering to service rules and regulations in letter and spirit.

All HOD's/Rector's/Director's/Branch Officer's are further requested to make sure that the staff working under their control remain present in their respective Offices so that day to day working of University do not suffer. Moreover, Movement Registers must be maintained by the Concerned HOD's/Rector's/Director's/Branch Officer's for all the staff stating the said purpose.

This is hereby circulated for the strict compliance of all concerned.

  
REGISTRAR

No: Estab/24/ 21653-753

Dated:

18/01/2024

Copy to :-

1. Special Secretary to the Vice Chancellor, JU for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, DDE/CDC/DLL/DIQA//Physical Education/ MMTTC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHTM/ ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Incharge, E-Governance Initiative Cell
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Chief Accounts Officer
17. Executive Engineer, UWD
18. Manager Guest House
19. President, JUTA/JUOWA/JUNTEU/JUNGEU
20. Security Officer
21. All Sections
22. Guard File