



UNIVERSITY OF JAMMU

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

CIRCULAR

It is hereby circulated for the information of all the Controlling Officer of respective Departments/Sections/Offsite Campuses of the University of Jammu that in order to maintain clear and timely communication with the office of **Principle Security and Allied Services Pvt. Ltd.**, all are hereby requested to share the attendance of outsourced staff working under their control via e-mail (bo.jammu@psas.in) and (bmjalandhar@psas.in).

All the Controlling Officers of respective Directorates /Departments /Sections /Offsite-Campuses/Hostels are further requested to send attendance of the outsourced staff in single email, in consolidated form for all employees, in order to enable the office of Principle Security and Allied Services Pvt. Ltd. to punch/process the data timely on their website (Department wise), so that wages of outsourced staff can be released on time.


REGISTRAR

No. Estab./24/ 3960-4059

Dated: 13-06-2024

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. Chief Proctor, Proctor Office.
12. Programme Coordinator, NSS.
13. Medical Officer, UHC.
14. All Wardens of University Hostels.
15. All Dy. Registrars/Assistant Registrars.
16. Incharge e-Governance Initiative Cell
17. Executive Engineer/Manager Guest House.
18. Security officer.
19. All Sections.
20. Guard File.