

**CIRCULAR**

It is hereby circulated for the information of those Departments/Sections/Hostels/Offsite Campuses/Centres who are paying the wages of outsourced staff hired through **Principal Security and Allied Services Pvt. Ltd.** out of their Consolidated Local Funds/Local Fund/Internal Resources are required to make following deductions on account of IGST and Income Tax from the invoice produced by the agency under reference:

1. IGST- 2%
2. Income Tax (TDS)- 2%

Further, the deduction made on account of IGST and Income Tax are required to be deposited under respective heads of the University so that the same shall be remitted to concerned agency accordingly.

*[Handwritten Signature]*  
REGISTRAR

No. Estab./24/12531-630  
Dated: 29-10-2024

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/Finance Officer
4. Director, DDE/CDC/DLL/DQA/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 Zorwar 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. Joint Registrar (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.