



UNIVERSITY OF JAMMU


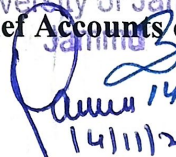
(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

JAMMU (J&K) - 180006

CIRCULAR

It has come to our attention that delays in the submission of salary bills of all contractual Lecturers/Teaching Assistants engaged in various Teaching Departments/Offsite Campuses of the University of Jammu purely on temporary/contract/Academic arrangement basis for the Academic Session 2024-25, are affecting the timely disbursement of salaries. To ensure efficient processing and to avoid delays, all Rectors/Directors and HOD's are requested to submit the salary bills on the **prescribed format** (copy attached) for all contractual Lecturers/Teaching Assistants working under their control to the Salary Wing Section strictly between **25th to 27th of every month** so as to ensure that salary bills are processed, uploaded and sent to the Treasury in a timely manner. Adherence to these deadlines will facilitate the prompt disbursement of salaries to all contractual teachers, avoiding any inconvenience caused by delayed payments.

This is in supersession of the circular issued earlier vide No.Accounts/Salary/2023/3429-78 dated 22.11.2023.


Chief Accounts Officer
(Dr. Rahilla Parveen)
Chief Accounts officer

14/11/24
14/11/24

No. Accounts/Salary/2024/ 3229-78

Dated: 14-11-2024

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/Finance Officer.
4. Director, CDOE/DLL//Physical Education/ Centre for Studies in Museology/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/SHTM/ ICCCR&HRM/Centre for Women's Studies.
5. Chief Coordinator Campuses.
6. All Rectors/Director of Offsite Campuses.
7. All Heads of the Teaching Departments of the University
8. Incharge, E-Governance Initiative Cell/University Website.
9. Chief Accounts Officer
10. President, JUTA
11. All concerned.
12. Circular File.



UNIVERSITY OF JAMMU

'A+' Grade University-Accredited by NAAC

Attendance for Release of Salary for the month of _____

Emp. No.PG-_____

Contact NO _____

Name _____

Department _____

Engaged as _____

Budget Head: Against pool of sanctioned vacant positions

Bank Accounts Details:

Name of J&K Bank Branch _____

16 DIGIT ACCOUNT NO:

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IFSC CODE:

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BRANCH CODE:

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Consolidate Salary Rs. _____ per month:

Certified that from _____ to _____ I was on duty and engaged in the class work and not on leave. I was not present for class work w.e.f _____ to _____.

Signatures

Name: _____

Dated: _____

Attendance certificate from Rector/Director/HOD/Branch Officer

Certified that Mr/Ms. _____ engaged on contractual basis upto _____ months at a consolidated salary of Rs. _____ per month vide University order No. _____ dated _____ (copy enclosed) was present during the period _____ from _____ to _____ and conducted the class work accordingly. He/She was not present for class work from _____ to _____.

Seal & Signatures
(Rector/Director/HOD/Branch Officer)