



# UNIVERSITY OF JAMMU

Phone 0191 - 2451977  
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(NAAC Accredited A+ University)  
**E- Governance Initiative Cell**  
Ground Floor, Administrative Block-I

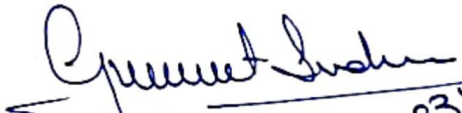
## CIRCULAR

This is in continuation to Circular No: Estab/23/16077-176 dated: 13.10.2023 regarding implementation of Leave Management System in the University of Jammu. The system requires record of different kinds of leaves, in credit and availed by the employees.

All Rectors/ Directors/ HOD's/ Officers of University Main Campus/ Offsite Campuses are requested to provide duly vetted record of all 24 types of Leaves listed below till 01.10.2023 availed/ in credit of employees working under their control to the undersigned on e-mail ID: headgovernanceju@gmail.com in the Excel Format shared on the university website in the Downloads Section and a hard copy duly signed by the concerned head within a period of 10 days from the date of issuance of circular so that the same is updated in the Leave Management System.

- |   |  |
|---|--|
| 1) Casual Leave                             | 13) Extraordinary Leave Non-Teaching (Medical)               |
| 2) Earned Leave (Teaching)                  | 14) Extraordinary Leave NonTeaching(Study)                   |
| 3) Earned Leave Teaching(NonVacational)     | 15) Half Pay Leave   |
| 4) Earned Leave Non-Teaching(NonVacational) | 16) Sabbatical Leave Teaching                                |
| 5) Earned Leave NonTeaching(Vacational)     | 17) Study Leave(Teaching)                                    |
| 6) Child Care Leave                         | 18) Study Leave(Non-Teaching)                                |
| 7) Maternity Leave                          | 19) Special Casual Leave(Teaching)                           |
| 8) Paternity Leave                          | 20) Special Casual Leave(Non-Teaching)                       |
| 9) Commuted Leave(Teaching)                 | 21) Special Disability Leave(injury Intentionally inflicted) |
| 10) Commuted Leave(Non- Teaching)           | 22) Special Disability Leave(Accidental injury)              |
| 11) Duty Leave                              | 23) Adoption Leave   |
| 12) Extraordinary Leave(Teaching)           | 24) Leave not due  |

No.JU/e-Gov./23/ 339-439  
Dated: 03/11/23

  
(Dr. Guneet Singh Sudan) 03/11/23  
Incharge, E-Governance Initiative Cell  
Jmd 3/11/23 Haseh 3/11/23

### Copy to:-

1. Special Secretary to the Vice Chancellor, University of Jammu
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/HRDC/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 Hostely)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All Heads of the Teaching Departments 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. Programmer Coordinator, NSS
13. All Wardens of University Hostels
14. All Joint/Deputy/Assistant Registrars
15. Executive Engineer, UWD
16. Manager Guest House
17. Medical Officer, UHC

18. Mr. Vinod Tatiyar, Asstt. Prog. for uploading on Univ. Website