



UNIVERSITY OF JAMMU

Phone 0191 - 2451977
Intercom : 2777

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

CIRCULAR

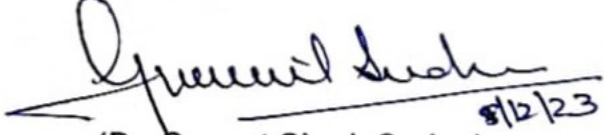
REMINDER: 1

This is in continuation to Circular No: Estab/23/16077-176 dated: 13.10.2023 and Circular No. Ju/e-Gov./23/339-439 dated: 03.11.2023 regarding implementation of Leave Management System in the Samarth ERP, University of Jammu. The system requires record of different kinds of leaves, in credit and availed by the employees.

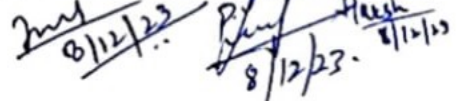
All Rectors/ Directors/ HOD's/ Officers of University Main Campus/ Offsite Campuses are once again requested to provide duly vetted record of all 24 types of Leave till 01.10.2023 availed/ in credit of employees working under their control to the undersigned on E-mail ID: headegovernanceju@gmail.com 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 05 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 Non-Teaching (Study) |
| 3) Earned Leave Teaching (Non-Vacational) | 15) Half Pay Leave |
| 4) Earned leave Non-Teaching (Non-Vacational) | 16) Sabbatical Leave Teaching |
| 5) Earned Leave Non-Teaching (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 | 24) Leave not due |

No. JU/e-Gov./23/478-577
Dated: 8/12/23


(Dr. Guneet Singh Sudan) 8/12/23

Incharge, E-Governance Initiative Cell


8/12/23 8/12/23 8/12/23

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/DIOA/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/ICCC&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.
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. I/C Website.