

UNIVERSITY OF JAMMU

CIRCULAR

Subject: Jammu & Kashmir Re-Organization Act, 2019 – Details of permanent employees.

It is for the information of all concerned that information of permanent employees has been sought by the Government of Jammu & Kashmir as per the following performa:-

S. No	Empl-oyee Code	Name of the employ-ee	Gender DOB	Reserved Category	Department/ Organization name	Date of joining Department/ Organization	NIC E-mail ID	Design-ation	Gazetted/ Non-Gazetted	Permanent place of residence	Present place of residence

As such, through the medium of this circular, all the employees are advised to click on the below mentioned link within "Employee Zone" provided on the University website and enter the requisite details latest by 10th October, 2019 so that the same get forwarded to the concerned quarters:-

"Establishment Section Employee Data Collection Form"

All the controlling officers shall ensure that all the employees working under their control have uploaded the requisite information on the link provided in the University website.

The matter shall be treated as **Most Urgent**.

No: Estab/19/ 10075- 10174

Dated: 03/10/2019

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
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 Hostel)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All Heads of the Teaching Departments of the University
8. Convener, Website Monitoring & Updation Committee
9. I/c Librarian, Dhanvantri Library
10. I/c Administrator, General Zorawar Singh Auditorium
11. I/c Director, Computer Centre
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Executive Engineer, UWD
17. Manager Guest House
18. I/c University Website
19. Security Officer
20. All Sections/Guard File

with the request to provide a link "**Establishment Section Employee Data Collection Form**" within **Employee Zone** on the University website

Muhammad
REGISTRAR
11/10/19
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