

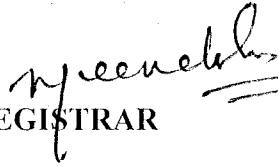
UNIVERSITY OF JAMMU

CIRCULAR

It has been observed that while issuing the routine letters/meeting notices/time tables/result gazettes etc. by different Offices/Departments of the University, the copies are circulated and endorsed to different Offices, including Special Secretary to Vice-Chancellor for kind information of the Vice-Chancellor, which results in avoidable wastage of paper.

As such, it is hereby circulated for the information of all concerned that in order to save paper, such copies be send only to the concerned Sections/Officials of the University and not be endorsed to other Offices, including Vice-Chancellor's Secretariat, unless it is imperative to send these communications to other Offices because of their inter-relevance.

By Order,


REGISTRAR

No: *Estab-18/10406-505*

Dated: *09.08.2018*

Copy to:-

1. Spl. Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs /Dean Research Studies/ Registrar/Controller of Examinations, University of Jammu
3. 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/Disaster Management Centre/School of Visual and Performing Arts, Design and Architecture/Centre for New Literature, Culture and Communications/Centre for Women Studies/ Centre for IT Enabled services & Management
4. All Rectors / Directors of the campuses of the University
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 Administrator, General Zorawar Singh Auditorium
8. I/c. Librarian, Dhanvantri Library.
9. Sr. P.A. to the Joint Registrar (Finance/Exams)
10. Programme Coordinator, NSS
11. Medical Officer, UHC
12. All Wardens of University Hostels
13. All Dy. Registrars/Assistant Registrars
14. Executive Engineer/Manager Guest House
15. President, JUTA/JUOWA/JUNTEU/JUNGEA
16. Security Officer
17. All Sections/Guard File
18. Security Officer
19. All Sections/Guard File