

UNIVERSITY OF JAMMU

CIRCULAR

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

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

S. No	Employee Code	Name of the employee	Gender DOB	Reserved Category	Department/ Organization name	Date of joining Department/ Organization	NIC E-mail ID	Designation	Gazetted /Non-Gazetted	Permanent place of residence	Present place of residence

As such, through the medium of this circular, all the employees (Teachers/Non-Vacation Academic Staff) are advised to click on the below mentioned link within “Employee Zone” provided on the University website and enter the requisite details latest by October 21, 2019 so that the same get forwarded to the concerned quarters:

“Establishment Section Employee Data Collection Form”

All the Heads/Directors/Rectors of the Departments/Directorates/Offsite Campuses shall ensure that the faculty members working in their respective Departments/Directorates/Offsite Campuses have uploaded the requisite information on the link provided in the University website.

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

REGISTRAR 17/11

No: Adm/TW/19/ 3003-50

Dated:- 17.10.2019

Copy to: -

1. Spl. Secretary to the Vice-Chancellor, University of Jammu, Jammu for kind information of the worthy Vice-Chancellor, please.
2. P. S. to the Dean Academic Affairs/ P.A to the Dean Research Studies.
3. Sr. P.A. to the Registrar/the Controller of Examinations.
4. Director, DDE/ DIQA /DLL/Computer Centre/Physical Education/HRDC/ Centre for Studies in Museology /DRS/ Centre for History of Culture of Jammu & Ladakh Region/ CHTM/ICCCR&HRM/ Centre for New Literatures, Culture & Communication/SVAPADA/Disaster Management/Centre for IT enabled Services & Management.
5. All Rectors /Directors of the various Campuses of the University
6. Dean Students Welfare/Provosts (Boy's/Girl's Hostels)
7. All Heads of the Teaching Departments of the University
8. I/C Librarian, Dhanvantri Library
9. Convener, Website Monitoring and Updation Committee.
10. Joint Registrar (Finance)
11. President, JUTA.