

# UNIVERSITY OF JAMMU

## CIRCULAR

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

As required by the Government of Jammu & Kashmir, through the medium of the Circular No. Estab/19/10075-10174 dated: 03.10.2019, all the permanent employees (including officers) of the University were advised to click on the below mentioned link within "Employee Zone" provided on the University website and enter the requisite details latest by 10<sup>th</sup> October, 2019 so that the same is forwarded to the concerned quarter:-

### **"Establishment Section Employee Data Collection Form"**

It has been observed that till date some of the employees of the University have still not entered the requisite details on the University website. As such, through the medium of this circular, all the employees (including officers) are once again advised to click on the below mentioned link within "Employee Zone" provided on the University website and enter the requisite details latest **by 21<sup>st</sup> October, 2019** so that the same is forwarded to the concerned quarter.

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 be treated as **Most Urgent**.

No: Estab/19/10099-10990

Dated: 21/10/2019

Copy to :-

REGISTRAR 21/10  
21/10 21/10

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 for uploading the same on the University Website
19. Security Officer
20. All Sections/Guard File