

UNIVERSITY OF JAMMU

CIRCULAR

It is circulated for the information of all the concerned that the University of Jammu is in the process of computerization of employee details, as such, through the medium of this circular, it is impressed upon all the Rectors/ Director / HODs / Branch officers to send the details of employees including Assistant / Helpers working under their control as per the following format:-

S. No	Emp. No.	Name	Designation	Mobile No
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The requisite data shall be sent by both in hard copy and soft copy. **The soft copy of the data must be in Ms-Excel file format** and shall be sent through email of Department / Section to **arestabju@gmail.com** upto 25.07.2019 on 12 noon positively.

This may be treated as most urgent.

Sd/-
REGISTRAR

No: Estab/19/ 6112- 6211

Dated:

Copy to:- 23/07/2019

1. Spl. Secretary to the Vice Chancellor, University of Jammu 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 Studies/ Centre for IT Enabled services & Management/
5. All Rectors / Directors of the campuses of the University
6. Dean Students Welfare/Provosts (Boy's/Girl's Hostels)/Dean Student Placement
7. All Heads of the Teaching Departments of the University
8. I/c General Zorawar Singh Auditorium
9. I/c. Librarian, Dhanvantri Library
10. I/c Director, Computer Centre
11. Sr. P.A. to Joint Registrar (Exams)/(CDC/DDE)
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Dy. Registrars/Assistant Registrars
16. Executive Engineer/Manager Guest House
17. PRO to VC, VC Secretariat
18. Security Officer
19. All Sections

Assistant Registrar (Estab)

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