



# UNIVERSITY OF JAMMU, JAMMU

## ORDER

In order to streamline the process of verification of Documents/Certificates/Degrees issued by the University so as to ensure that the verified documents get issued within a maximum of seven days to the concerned agency/person, a new Unit (Nodal Point) is hereby constituted in the Examination Wing, which shall deal exclusively with the receipt, verification and issuance of verified documents to the concerned agency/person. The said Unit shall be looked after by the **following officer/officials in addition to their own duties**, who shall be responsible for entire process of verification and dispatch of the verified documents, duly signed by the Controller of Examinations and countersigned by the Registrar, through speed post and e-mail to the concerned agency/person:

1. Dr. Raj Kumar (Officer In-charge/Nodal Officer)  
e-mail address: drcompexams@gmail.com  
Tel. Number: 0191-2435245, 2433746
2. Dr. Noor Ul Asrar Beg (Computer Expert)
3. Sh Rajinder Kumar (Orderly/ IVth Class/Packer)

No: *Estab. 19/7140-7239*  
Dated: *22/8/2019*

*M. S. S. S.*  
REGISTRAR

Copy to:

1. SS to the VC for the kind information of the Hon'ble Vice-Chancellor, please.
2. Sr. PA to the DAA for the kind information of the DAA, please.
3. Sr. PA to the Registrar for the kind information of the Registrar, please.
4. Sr. PA to the COE for the kind information of the COE, please.
5. All officers of the University
6. Section Officers (Academic / Services Sections and all other UG/PG/Prof./Non-Prof. Sections of the Examination Wing)
7. Office of the IT enabled services and Computer Exams. Section for uploading the same on the University websites.
8. Record file