

UNIVERSITY OF JAMMU

CIRCULAR

Policy of the University governing transfers and postings of Non-Teaching staff, is hereby circulated for the information of all concerned:

- i) Transfers will normally be made not before two years and generally after three years. Exceptions may, however, be necessary in case of misconduct or bad reputation or for compelling administrative reasons or where in order to enforce a series of transfers some changes are unavoidable.
- ii) Orders will be enforced strictly and grant of leave to avoid or escape transfer will be prohibited unless the Administration is satisfied that circumstances of acute personal distress exist (such as serious illness certified by a doctor not below the rank of Registrar of Govt. Medical College, Jammu).
- iii) Orders once issued must be strictly complied. All the transferees shall be bound to join their new place of posting without any loss of time.
- iv) In case any officer is not satisfied with the substitute provided, he may first relieve the concerned and send the proposals subsequently, if any to the Registry.
- v) While issuing transfer orders, it shall be indicated which of the official will move first alternatively, it may be indicated in the order that all the transferees will move simultaneously after handing over the charge to the next available official in the Department /Section without waiting for the reliever.
- vi) No official shall be transferred to the Department /Section wherein he/she has already worked.
- vii) No proposal for modification in the administrative order once issued shall be entertained. The concerned officer shall not retain the incumbent but relieve him/her immediately in compliance to administrative order.
- viii) Notwithstanding anything contained above, in the interest of administration the decision of Vice-Chancellor shall be final.

This is in supersession to the Circular issued vide No. Estab./10/8519-8618 dated 09.09.2010.

No. Estab./14/24187-286

Dated: 21/2/14

Copy to:-

1. Spl. Secretary to Vice-Chancellor
2. P. S. to Dean Academic Affairs
3. Sr.P.A. to Dean Research Studies
4. Sr. P.A. to Registrar
5. Sr. P.A. to Controller of Examinations
6. Director, DDE/CDC/ DIQA /DLL/Physical Education/Academic Staff College/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladhakh Region/CHIM/ICCCR&HRM/ Centre for New Literatures, Culture & Communication/SVAPADA/Disaster Management/ Centre for Women Studies
7. All Rectors /Directors of the various Campuses of the University
8. Dean Students Welfare/Students Placement /Provosts (Boys' Girls' Hostels)
9. All Heads of the Teaching Departments of the University
10. Administrator, General Zorawar Singh Auditorium
11. I/C Librarian, Dhanvantri Library/I/c Post M.A. Urdu Professional Course
12. Sr. P.A. to Joint Registrar(Exams/Finance/CDC)
13. I/c Computer Centre / I/c Centre for IT enabled Services & Management
14. Programme Coordinator, NSS
15. Medical Officer, University Health Centre
16. All Wardens of University Hostels
17. All Dy. Registrars/Assistant Registrars
18. Executive Engineer/Manager Guest House
19. I/c University Website
20. President, JUTA/NTEU/JUNGEA
21. Security Officer


REGISTRAR

21.2.14