

UNIVERSITY OF JAMMU

CIRCULAR

It has been observed that some of the officials who are under transfer have not joined their new place of posting/adjustment.

This practice is hampering the routine work of the University system. Therefore, through the medium of this circular, all the Controlling Officers are hereby impressed upon to relieve the incumbents, who are under transfer without waiting for the reliever **within three days** of issuance of this circular, after which the concerned official shall be deemed to have been relieved and shall report to his/her place of posting/adjustment and the onus of the handing/taking over of the charge shall lie on the concerned Controlling Officer/Branch Officer.

Regd. Singh
REGISTRAR
13.12.19

No: Estab/19/ 16500 - 699
Dated: 16 - 12 - 19.

Copy to :-

1. Special 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'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. I/c Librarian, Dhanvantri Library
9. Convener, Website Monitoring and Updation Committee
10. Administrator, General Zorawar Singh Auditorium
11. I/c Director, Computer Centre
12. Sr. P. A. to the Joint Registrar (Finance)
13. Programme Coordinator, NSS
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Executive Engineer, UWD
17. Manager Guest House
18. Medical Officer, UHC
19. President, JUNTEU/JUNGEU
20. Security Officer
21. All Sections
22. All concerned
23. Guard File