

UNIVERSITY OF JAMMU

CIRCULAR

It is informed to all the concerned that the Leave Management System under 'Samarth ERP' is being implemented in the University of Jammu. The Module requires entire record of different kinds of leaves, in credit and availed by the employees.

All Rectors/Directors/HODs/Officers of University Main Campus/Offsite Campuses are requested to provide duly vetted record of all types of Leave till 01-10-2023 availed/in credit of employees working under their control to Dr. Guneet Singh Sudan, Incharge, E-Governance Initiative Cell on e-mail ID. headegovernanceju@gmail.com, in Excel Format within a period of 10 days from the date of issuance of circular so that same is updated in the Leave Management System.


REGISTRAR


No: Estab./23/ 16077-176
Dated: 13-10-2023

Copy to :-

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 Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Incharge, E-Governance Initiative Cell
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. President, JUTA/JUOWA/JUNTEU/JUNGEU
19. Security Officer
20. All Sections
21. Guard File