

# UNIVERSITY OF JAMMU

## CIRCULAR

It is for the information of all concerned Controlling Officers that the meeting of the Screening Committee is scheduled to be held in the month of January, 2025. As such, all the Controlling Officers are requested to submit the APRs/Work and Conduct Reports of the officials who are due for their placement at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Step under the existing Three Tier Career Advancement Scheme by 31<sup>st</sup> December, 2024 so that the same can be placed before the forthcoming Screening Committee.

  
REGISTRAR 9/12/24

No: Estab/24/15114-213

Dated: 09-12-2024

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 for information of DAA/DRS
3. Sr. P.A. to the Registrar/Controller of Examinations for information of the Worthy Registrar/COE
4. Director. DD&OE/CDC/DLL/DIQA//Physical Education/MMTTC/ Centre for Studies in Museology & Sheikh Noorud-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/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Co-ordinator HGRC/ All other Co-ordinators of the University
8. Chief/Deputy Proctor of the University
9. I/C Librarian, Dhanvantri Library
10. I/c General Zorawar Singh Auditorium
11. I/c Director, Computer Centre
12. Incharge, E-Governance Initiative Cell
13. Programme Coordinator, NSS
14. Medical Officer, UHC
15. All Wardens of University Hostels
16. All Joint/Deputy /Assistant Registrars
17. Chief Accounts Officer
18. Executive Engineer, UWD
19. Manager Guest House
20. President, JUTA/JUOWA/JUNTEU/JUNGEU
21. Security Officer
22. All Sections
23. Computer Assistant (Estab/NTW) for E-mail to Rector/Assistant Registrar Baderwah Campus & Kathua Campus
24. Guard File