



UNIVERSITY OF JAMMU

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(NAAC Accredited A+ University)
E- Governance Initiative Cell
Ground Floor, Administrative Block-I

CIRCULAR

REMINDER: 2

This is in continuation to Circular No: JU/e-Gov./23/478-577 dated: 08.12.2023, regarding implementation of Leave Management System in the Samarth ERP, University of Jammu. The system requires record of different kinds of leaves, in credit and availed by the employees.

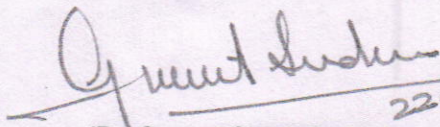
The below mentioned Departments/ Campuses have either submitted their leave record incorrectly or have not submitted their leave Record in shared Excel Format.

1	Department of Remote Sensing & GIS
2	Department of Geography
3	Centre for Social Exclusion and Inclusive Policy
4	Department of Hindi
5	Department of Law
6	Department of Sanskrit
7	Department of English
8	Department of Economics
9	Department of Education
10	Department of Statistics
11	Department of Strategic & Regional Studies
12	Department of Journalism and Media Studies
13	Department of ICCCR & HRM
14	The Business School

15	Department of Computer Science & IT
16	Department of Chemistry
17	Department of SHTM
18	Provost (Hostel) Boys/Girls
19	Guest House
20	Department of Philosophy
21	Bhaderwah Campus
22	Kishtwar Campus
23	Poonch Campus
24	Ramnagar Campus
25	Reasi Campus
26	Udhampur Campus

All HOD's/ Rectors/ Directors/ of University Main Campus/ Offsite Campuses are once again requested to provide duly vetted Leave Record till 31.12.2023 availed/ in credit of employees working under their control to the undersigned on E-mail ID: headegovernanceju@gmail.com in the Excel Format shared in the **Download Section of E-Governance Initiative Cell** (<https://www.jammuuniversity.ac.in/index.php/node/5249>) on the University Website and a hard copy duly signed by the concerned head within a period of 05 days from the date of issuance of circular so that the same is updated in the Leave Management System.

No. JU/E-Gov./23-24/ 727-755
Dated: 22/01/2024


(Dr. Guneet Singh Sudan)
Incharge, E-Governance Initiative Cell





Copy to:-

1. Special Secretary to the HVC for the information of HVC.
2. Sr. P.A. to the Registrar.
3. All Concerned.
4. I/c Website