



UNIVERSITY OF JAMMU

Baba SahebAmbedkar Road, Jammu
Jammu (J&K) - 180006

CIRCULAR

It has been observed that proper and updated leave record in respect of employee due to superannuate from University service are not maintained by various Departments/Directorates/ Offsite Campuses/Hostels/Health Centre/Works Department etc., causing delay in timely processing and settlement of their pensionary cases.

Accordingly, it is circulated for the information of all Controlling Officers of the Departments/Directorates/Offsite Campuses/Hostels/Health Centre/Works Department etc., to direct the concerned dealing assistants to ensure proper and updated leave record of all employees shall be maintained regularly and accurately.

It shall further be ensured that, in respect of every employee due to superannuate from University service, all sanctioned leave orders issued during the period of service are duly compiled and enclosed with the consolidated and duly verified Earned Leave Statement, before forwarding the same to the Establishment Branch, so as to facilitate the timely processing and settlement of pensionary cases and avoid any discrepancy at a later stage.

No. Estab./26/ 10974-11074

Dated: 17-09-2026

REGISTRAR 16/9/26

Copy to:

1. Special Secretary to Vice-Chancellor for the information of Worthy Vice-Chancellor please.
2. Sr. P.A to Dean Academic Affairs/ Dean Research Studies.
3. Office of Worthy Registrar/Controller of Examinations/Finance Officer
4. Rector, Bhaderwah Campus/Kathua Campus/Udhampur Campus
5. Director, CD&OE/CDC/DLL/DIQA/Physical Education/Academic Staff Colleges/ Computer Centre/Centre for IT Enabled Services & Emerging Technologies/Centre for Studies in Museology & Sheikh Noor-Ud-Din-Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu and Ladakh Region/SHTM/ICCCR& HRM/Disaster Management Centre/School of Visual and performing Arts. Design and Architecture/Centre for New Literature, Culture and Communications/Centre for Women's Studies/Reasi Campus/Ramnagar Campus/ Poonch Campus.
6. Dean Students Welfare/Provosts (Boy's /Girl's Hostels)/Dean Student Placement/Chief Proctor.
7. All Heads of the Teaching Departments of the University.
8. I/c Administrator, General Zorawar Singh Auditorium.
9. I/c Librarian, Dhanvantri Library.
10. Joint Registrar (Exams/CDC).
11. Programme Coordinator, NSS.
12. Medical Officer, UHC.
13. All Wardens of University Hostels.
14. All Dy. Registrars/Assistant Registrars.
15. Executive Engineer/Manager Guest House.
16. President. JUTA/JUNTEU/JUNGEU.
17. Deputy Proctor.
18. Security officer.
19. All Sections.
20. Guard File.

AP-I
For circulation.
Jammu

