

UNIVERSITY OF JAMMU

NOTIFICATION 02 OF 2026

DATE: 07-05-2026.

Subject: UNIVERSITY REGULATIONS

It is notified that the 89th meeting of the University Council held on 16th January, 2026 at Lok Bhavan, Jammu approved the following Regulations endorsed by the Finance Committee and 122nd University Syndicate:-

(i)	Adoption of Guidelines for regulation & governing of Local Fund of the University Health Centre, University of Jammu (Annexure-I) shall be incorporated in as new Chapter-XXIV-D, Volume-I in the University Calendar, 2010 (Resolution No. 89.84(1)).																														
(ii)	Delegation of Financial Powers related to the Purchases and Sanctions, in respect of various funds of the University in view of the increased limits of GeM as per GFR-2017 shall be incorporated in Chapter-XXXVII-E, Volume-I in the University Calendar, 2010 (Resolution No. 89.84(6)) which reads as under: <table border="1"><thead><tr><th>Authority to whom power delegated</th><th>Existing</th><th>Amended</th></tr></thead><tbody><tr><td>Registrar</td><td>Above Rs. 50,000/- & upto Rs. 1,00,000/-</td><td>Upto Rs. 1,50,000/-</td></tr><tr><td>Finance Officer</td><td>Not mentioned (As the post of Finance Officer has been recently created and filled up)</td><td>Upto Rs. 1,00,000/-</td></tr><tr><td>Controller of Examinations</td><td>Upto Rs. 25,000/-</td><td>Upto Rs. 1,00,000/-</td></tr><tr><td>DAA/DRS/Dean Planning & Development/Director (CD&OE)</td><td>-</td><td>Upto Rs. 1,00,000/-</td></tr><tr><td>Head of the Departments/Directors/DSW</td><td>Upto Rs. 25,000/-</td><td>Upto Rs. 50,000/-</td></tr><tr><td>Chief Proctor/Provost (Boys & Girls)</td><td>-</td><td>Upto Rs. 50,000/-</td></tr><tr><td>Joint Registrar(CD&OE)/(Finance)/(Exams) and Deputy Registrar (CD&OE)/(Finance)/(Exams)</td><td>Upto Rs. 25,000/- & upto Rs. 50,000/-</td><td>Upto Rs. 50,000/-</td></tr><tr><td>Assistant Registrar/ Medical Officer</td><td>Not mentioned</td><td>Upto Rs. 25,000/-</td></tr><tr><td>Principal Investigators of Research Projects</td><td>Upto Rs. 1,00,000/-</td><td>Upto Rs. 1,00,000/-</td></tr></tbody></table> <p>Amended delegation of powers for issuance of payment orders on various bills received for payment including examination bills and bills</p>	Authority to whom power delegated	Existing	Amended	Registrar	Above Rs. 50,000/- & upto Rs. 1,00,000/-	Upto Rs. 1,50,000/-	Finance Officer	Not mentioned (As the post of Finance Officer has been recently created and filled up)	Upto Rs. 1,00,000/-	Controller of Examinations	Upto Rs. 25,000/-	Upto Rs. 1,00,000/-	DAA/DRS/Dean Planning & Development/Director (CD&OE)	-	Upto Rs. 1,00,000/-	Head of the Departments/Directors/DSW	Upto Rs. 25,000/-	Upto Rs. 50,000/-	Chief Proctor/Provost (Boys & Girls)	-	Upto Rs. 50,000/-	Joint Registrar(CD&OE)/(Finance)/(Exams) and Deputy Registrar (CD&OE)/(Finance)/(Exams)	Upto Rs. 25,000/- & upto Rs. 50,000/-	Upto Rs. 50,000/-	Assistant Registrar/ Medical Officer	Not mentioned	Upto Rs. 25,000/-	Principal Investigators of Research Projects	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-
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Principal Investigators of Research Projects	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-																													

of Tabulators and Collators and Signing of cheque is also given below:		
Authority to whom power delegated	Existing	Amended
Finance Officer	Not mentioned	Upto any Rs. 2,00,000/-
Joint Registrar (Finance)/(Accounts), (if any)	Not mentioned	Upto Rs. 75,000/-
Deputy Registrar (Accounts)		
Assistant Registrar (Accounts)	Upto Rs. 25,000/-	Upto Rs. 25,000/-

(iii) Adoption of Guidelines governing the Local Fund of the Centre for IT Enabled Services & Management, now as Centre for IT Enabled Services & Emerging Technologies (CITES&ET), University of Jammu (Annexure-II) shall be incorporated in as new Chapter-XXIV-E, Volume-I in the University Calendar, 2010 (Resolution No. 89.84(10)).

No: Coord/JU/89-UC/Reg/26/283-382

Baba Saheb Ambedkar Road,
Jammu (Tawi) - 180 006.

Date: 07-05-2026.

REGISTRAR

Copy to:

1. Financial Commissioner (Additional Secretary to Govt.), Finance Dept. (Financial Advisor Universities), Civil Secretariat, Jammu/Srinagar.
2. Additional Chief Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Chief Minister's Secretariat, Jammu/Srinagar.
3. Principal Secretary to Hon'ble Lt. Governor (Chancellor of the University), Lok Bhavan, Jammu/Srinagar.
4. Commissioner/Secretary to Govt., Higher Education Department, J&K Govt., Civil Secretariat, Jammu/Srinagar.
5. Commissioner Secretary to Planning and Development & Monitoring Dept., J&K Govt., Civil Secretariat, Jammu/Srinagar.
6. OSD to the Hon'ble Education Minister, Higher Education Dept., Civil Secretariat, Jammu/Srinagar.
7. Deputy Secretary/Under Secretary/Private Secretary to Hon'ble Lt. Governor (Chancellor of the University), Lok Bhavan, Jammu/Srinagar.
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl. Secretary to Vice-Chancellor, University of Jammu/ Kashmir.
10. Sr. P.A. to Dean Academic Affairs, University of Jammu.
11. Sr. P.A. to Dean Research Studies, University of Jammu.
12. Sr. P.A. to Dean Planning & Development, University of Jammu.
13. Deans of the Faculties of the University of Jammu.
14. Dean Students Welfare/Placement Cell, University of Jammu.
15. Sr. P.A. Controller of Examinations, University of Jammu/Kashmir.
16. All Rectors/Directors Campuses, University of Jammu.
17. Coordinator Campuses, University of Jammu.
18. Sr. P.A. to Director, CDC/DLL/DDE/DIQA/CITES&ET.
19. Sr. P.A. to Finance Officer, University of Jammu
20. Principals of all affiliated Colleges of the University.
21. I/c Librarian, Dhanvantri Library, University of Jammu.
22. All Branch Officers of the Registry.
23. I/c Website, Centre for IT Enabled Services & Emerging Technologies with the request to get it uploaded.
24. Guard file.

For n/a.
Jammu
08/5/26
(2)

Annexure - I



UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu

NOTIFICATION

Pursuant to authorization by the Vice-Chancellor and in-anticipation of approval of competent bodies, guidelines for regulation and Governing of Local Fund of University Health Centre are hereby notified for the information of all: -

UNIVERSITY HEALTH CENTRE LOCAL FUND RULES

TITLE: -

1. These rules shall be called the "Local Fund of University Health Centre Regulations."

EFFECT: -

2. These shall come into force from the date these are notified

DEFINITIONS: -

3. Local Fund:
 - a) Local fund shall mean a fund which is maintained and administered by the University Health Centre.
 - b) The following shall constitute the Local Fund of University Health Centre:
 - i) Medical Assistant fee.
 - ii) Amount realized from fee/donation by the Employees / Pensioners / Alumni or any other person / Organization / Agency etc.
 - iii) Any other source which the University may approve from time to time.

AIMS & OBJECTIVES: -

- 4.1 To provide assistance to students in case of accident / mishap causing serious injury within the campus to the tune of 50% of the expenditure or Rs. 20,000/- whichever is less, on production of vouchers from Medical College Hospital/referred Hospitals.
- 4.2 Organizing special lecture on various medical issues and to pay honorarium to senior consultants/specialists of various fields to come to University for medical camps/sessions/lecture.
- 4.3 To purchase equipment / medicines / consumables / sanitary material in case of shortfall in budgetary provision.
- 4.4 Any other expenditure which the Vice-Chancellor May deem proper.

(3)

LOCAL FUND COMMITTEE: -

- L 5.1 The Local Fund of the University Health Centre shall be governed by Local Fund Committee comprising the following:
- a) Convener, University Health Centre (UHC)
 - b) Registrar
 - c) Finance Officer or his nominee.
 - d) Chief Medical Officer / Medical Officer (I/C UHC)
 - e) Dental Surgeon
- 5.2 The Chief Medical Officer / Medical Officer shall be competent to sanction to the Utilization of funds upto Rs. 25,000.00 (Rupees Twenty Five Thousand Only) with the concurrence of the Local Fund Committee after observing financial norms.
- 5.3 Any expenditure out of the Local Fund exceeding Rs. 25000.00 (Rupees Twenty Five Only) at one time shall require approval of the Vice-Chancellor on the recommendation of the Local Fund Committee.
- 5.4 The expenditure out of Local Fund shall be regulated in accordance with the financial rules as applicable to the expenditure incurred out of the general funds of the University.

LIMIT OF EXPENDITURE OUT OF LOCAL FUND: -

- 6.1 As far as possible at the beginning of the Financial Year, the Chief Medical Officer/ Medical Officer in consultation with the Local Fund Committee shall prepare annual plan for expenditure out of this fund to be kept in a liquid state accordingly.
- 6.2 Money kept in the Local Fund which is not anticipated to be utilized immediately may be placed in Fixed Deposit for such a period as may be decided by the Chief Medical Officer / Medical Officer in consultation with the Local Fund Committee to earn interest on such unutilized amount.

MAINTENANCE OF ACCOUNTS: -

7. Chief Medical Officer/Medical Officer shall be responsible to: -
- a) Maintain and operate Local Fund account in the Bank.
 - b) To deposit money received from the students and other sources from time to time.
 - c) Draw and disburse amounts from the Local Fund as approved by the Committee.
 - d) Prepare an annual statement of income and expenditure.
 - e) The reconciliation of Local Fund of the University Health Centre of the Account operated with the Jammu & Kashmir Bank Ltd. shall be made quarterly.

AUDIT:

8. The accounts of Local Fund shall be audited annually by the Internal Audit Unit of the University and /or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure In respect of Local as prepared by the Health Centre and duly audited shall be furnished to the Registrar within six months from the date of closing of account

RELAXATION OF RULES:

9. Any expenditure in the interest of the Health Centre over the above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.


REGISTRAR

6/5/2

No. Estab/25/2592-2(9)

Dt.: 66/05/2025

Copy to: -

1. Special Secretary to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Dean Research Studies/ Dean Academic Affairs/ Dean Planning & Development for information please.
3. Registrar/ Controller of Examinations/ DCD/ DDE/ DIQA for information please.
4. All Rectors/ Directors of the Offsite Campuses of the University.
5. All Heads/Directors of the Teaching Departments of the University
6. Dean Students Welfare/Provosts (Boys/ Girls/ Hostels)/ Dean Students Placement/ I/c Librarian (Dhanvantri Library).
7. All Concerned.
8. I/c Administrator, General Zorawar Singh Auditorium.
9. Joint Registrar (Finance)/ Joint Registrar (CDC).
10. I/c Computer Centre/ I/c University Website/ Coordinator Campuses/ Programme Coordinator (NSS).
11. All Wardens of University Hostels.
12. All Dy. Registrars/ SE/ EXEN/ I/c Media Cell/ Manger Guest House.
13. Medical Officers, University Health Centre.
14. All Assistant Registrars.
15. Chief Security Officer.
16. All Sections / Guard File.
17. Manager Guest House
18. Security Officer.
19. All Sections.
20. Guard File.

GUIDELINES GOVERNING LOCAL FUND OF CENTRE FOR IT ENABLED SERVICES & MANAGEMENT (**CITES&M**), NOW, AS CENTRE FOR IT ENABLED SERVICES & EMERGING TECHNOLOGIES (**CITES&ET**), UNIVERSITY OF JAMMU.

TITLE:

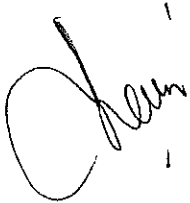
1. These rules shall be called the "Local Fund of Centre for IT Enabled Services & Management, now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, Regulations.

EFFECT:

2. They shall come into force from the date of their notification/approval by the Competent Authority.

DEFINITIONS:


3. **Centre:** For the purposes of these Guidelines, the term "Centre" shall mean and refer to the Centre for IT Enabled Services & Management (**CITES&M**), now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**. The terms "Centre" and "CITES&M" now as "**CITES&ET**" may be used interchangeably throughout these Guidelines.
4. **Local Fund:**
 - a. Local Fund shall mean a fund which is maintained and administered by the Centre for IT Enabled Services & Management (**CITES&M**), now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, University of Jammu for its operation.
 - b. The following shall constitute the Local Fund of Centre for IT Enabled Services & Management (**CITES&M**), now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, University of Jammu:
 - i. Any fees or charges realized for IT-enabled services or facilities provided by the Centre
 - ii. Any amount realized from contributions, donations, or grants by the University departments, employees, students, alumni, or any other person/organization specifically for the activities of the centre.



- iii. Any other source/funding which the University may approve for the Centre from time to time.

AIMS & OBJECTIVES:

- 5.1 To procure & provide immediate support for critical IT infrastructure restoration in case of sudden failures or emergencies (e.g. major network outages or server(s) breakdown) within the campus, maintenance and repair of infrastructural facilities including networking equipment(s) or power backup.
- 5.2 To purchase machinery and equipment, security equipment(s), purchase of vehicle(s)/ e-vehicle(s), purchase of film/video equipment(s), purchase of Genset(s), electric/machinery/spares, purchase of water cooler(s), EPBX etc.
- 5.3 To purchase office stationery(s), office equipment(s) and appliances, computer(s), photocopier(s), modernization of office equipment(s), office automation(s), printer(s) etc.
- 5.4 Purchase of consumables, material and supplies including press material(s), utensils and cooking equipment(s), medical kit(s), purchase of art /exhibition material(s), teaching & learning aid(s), or any other day to day requirements etc. of the Centre.
- 5.5 To purchase or augment IT equipment(s), licensed software(s), server(s), technical material(s), furniture item(s) for the Centre.
- 5.6 To organize conferences/workshops/ lectures/ seminars/ training /corporate lecture series/ capacity building program(s)/ cultural programme/ co- curricular activities/ departmental functions, exhibitions on the latest advents in the IT sector and to pay honorarium, TA and DA to the invited guests/ speakers of various organization for visiting the Centre/University and other incidental charges incurred for the said sessions.
- 5.7 To purchase books, periodicals and publications including subscription of digital magazines, e-resources related to the work areas of the Centre etc.
- 5.8 Appointment of casual/contractual staff(s) for Centre for IT Enabled Services & Management, now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**,



(17)

- 5.9 For landscaping/ maintenance and development of lawns and building repairs of the Centre as and when required.
- 5.10 In case of shortfall in the regular budgetary provision for the purchase of any item of the Centre, the same shall be procured from the Local Fund of the Centre for IT Enabled Services & Management (**CITES&M**), now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**.
- 5.11 Any other expenditure which the Vice-Chancellor may deem appropriate in the interest of strengthening the IT services and infrastructure of the university.

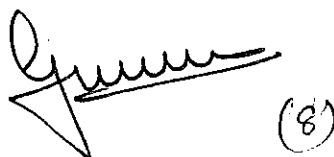

LOCAL FUND COMMITTEE

- 6.1 The Local Fund of the Centre for IT Enabled Services & Management, now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, University of Jammu shall be governed by the Local Fund Committee comprising the following members:
- Director, Centre for IT Enabled Services & Management, now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, (Convener).
 - Finance Officer of the University or his/her nominee (Member).
 - An officer of "CITES&M" now as "**CITES&ET**" to be nominated as the Member-Secretary by the Director, "CITES&M" now "**CITES&ET**".
- 6.2 The Director, Centre for IT Enabled Services & Management, now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, shall be competent to accord sanction for utilization of the Local Fund up to an amount of Rs. 50,000/- (Rupees Fifty Thousand only) with the concurrence of the Local Fund Committee after observing all codal formalities and financial norms.
- 6.3 The expenditure out of the Local Fund exceeding Rs. 50,000/- at one time shall require approval of the Vice-Chancellor.
- 6.4 The expenditures out of Local Fund shall be regulated in accordance with the financial rules as applicable in the University of Jammu.

MAINTENANCE OF ACCOUNTS

The Director, "CITES&M" now "**CITES&ET**" shall:

- 7.1 Maintain and operate the Local Fund account in the bank.



- 7.2 Deposit money received for the Local Fund (including any fees, charges, donations, etc.) from time to time.
- 7.3 Act as Drawing and Disbursing Officer (DDO) for the account.
- 7.4 Reconcile the Local Fund account of Centre for IT Enabled Services & Management, now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, University of Jammu, operated with Jammu & Kashmir Bank Ltd. quarterly.
- 7.5 Prepare an annual statement of income and expenditure of the Local Fund at the end of each financial year.
- 7.6 Money in the Local Fund which is not anticipated to be utilized immediately may be placed in fixed deposit accounts for such a period as decided by the Director in consultation with the Local Fund Committee to earn interest on unutilized funds.

AUDIT PROCEDURES:

8. The accounts of Local Fund shall be audited annually by the Internal Audit Unit of the University and /or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local Fund as prepared by the Centre for IT Enabled Services & Management (**CITES&M**), now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, and duly audited report shall be furnished to the university authorities as and when required.

RELAXATION OF RULES:

9. Any expenditure over and above the provisions of these regulations, in the interest of the functioning of the Centre for IT Enabled Services & Management, now as, **Centre For IT Enabled Services & Emerging Technologies (CITES&ET)**, shall require prior sanction of the Vice-Chancellor.

