



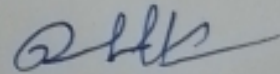
# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

JAMMU (J&K) - 180006

## CIRCULAR

In Continuation to this office circular No.Accounts/Salary/2024/3544-3553 dated 02.05.2024 and as decided in the meeting held with the Hon'ble Vice-Chancellor in his office Chambers on 03.05.2024, all Teaching Faculty/Officers besides Controlling Officers are required to submit their attendance as well as attendance of their staff working under their control in the office of salary Section on or before **23rd of every month (in case 23rd being holiday, working day before the said date be treated as last day for submission of attendance)** so that salary be prepared well in time. However, in case of employee/s whose attendance will be received after the prescribed date, supplementary salary bill have to be prepared in respect of those employees, which can lead delay in disbursal of their salary for which salary section shall not be responsible.

  
REGISTRAR

No. Accounts/Salary/2024/ 3563

Dated: 7/5/2024

Copy to:

1. Special Secretary to the Vice-Chancellor.
2. Sr. P.A to Dean Academic Affairs.
3. Sr. P.A to Dean Research Studies.
4. Sr. P.A to Dean Planning and Development.
5. Sr. P.A to Registrar/Controller of Examination.
6. Director, DDE/CDC/DLL/DIQA/Physical Education/HRDC/Centre for Studies in Musicology.
7. All Rectors/Directors of the campuses of the University.
8. All Heads of the Teaching Department of the University.
9. I/c General Zorawar Singh Auditorium.
10. I/c Librarian, Dhanvantri Library.
11. Sr. P.A to Joint Registrar (Exams/CDC/DDE/Finance).
12. Programmer Coordinator NSS.
13. I/c IT for uploading of the circular in the University website.
14. Medical Officer, UHC
15. All Wardens of University Hostels.
16. All Dy. Registrars/Assistant Registrars.
17. President JUTA/JUNTEU/JUNGEA
18. Security Officer.
19. All Sections.
20. Guard File.