



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

JAMMU (J&K) - 180006

CIRCULAR

Pursuant to Govt. order No.171-F of 2021 dated 22.06.2021 and University of Jammu order No. Estab/21/2818-2917 dated 02.07.2021, the drawl of the salary in respect of University Employees is being made through P&AO System. It is, therefore, impressed upon all Teaching Faculty/Officers besides Controlling Officers to submit their attendance as well as attendance of their staff working under their control in the office of salary Section on or before 25th of every month (in case 25th 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.

This is issued in supersession to all orders earlier issued on the subject matter.


REGISTRAR

No. Accounts/Salary/2024/ 3544-3553

Dated: 02-05-2024.

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.