

# UNIVERSITY OF JAMMU

## CIRCULAR

It is circulated for the information of all the Rectors/Director/Heads of the Department/Branch Officers to send NOC in favour of retiring employees against whom nothing is outstanding two months before the retirement of an employee failing which it shall be presumed that there is nothing outstanding against the said employee and the pensionary benefits shall be released accordingly. Thereafter, if any outstanding is found, it shall be the responsibility of the concerned retiring employee.

In order to facilitate the process, list of retiring employees shall be issued by the Registry six months in advance. However, the NOC w.r.t Administration, Finance Wing, Examination Wing, Directorate of Distance Education, CDC and those Departments where the employee has served during his/her service shall be collected by the concerned retiring employees personally as per past practice.

No. Estab/21/19584-68<sup>13</sup>

Dated: 18-03-21

Copy to :

*Mashoodia*  
**REGISTRAR**  
*[Signature]*

1. Spl. Secretary to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Sr. P.A to Dean Academic Affairs /Dean Research Studies/Dean Planning & Development for information please.
3. Sr. P.A. to Registrar/ Controller of Examinations/DCE/DDE/DIQA for information please.
4. All Rectors/ Directors of the campuses of the University
5. Dean Students Welfare/Provost of Hostels/Dean Student Placement
6. All Heads of the Teaching Departments of the University
7. I/c General Zorawar Singh Auditorium
8. I/c Computer Centre/Centre for IT Enabled Services & Management.
9. I/C Librarian, Dhanyantri Library/Post M.A. Urdu Professional Course
10. Sr. P.A. to Joint Registrar/Addl. Controller of Examinations/Joint Director (CDC)/DDE.
11. Sr. P.A to Joint Registrar (Finance/Exams/CDC).
12. Chief Account Officer.
13. Programmer Coordinator, NSS.
14. Medical Officer, UHC.
15. All Wardens of University Hostels.
16. All Dy. Registrars/Assistant Registrars.
17. Executive Engineer/Manager Guest House.
18. President, JUTA/JUOWA/JUNTEU/JUNGEA.
19. Security Officer.
20. All Sections.
21. Guard file.