



UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu

CIRCULAR

It is circulated for the information of all the Rectors/Directors/Heads of the Departments/Branch Officers to direct the Officers/Officials working under them who have been appointed/regularized on or after 01.01.2010 under "New Pension Scheme whose forms have been rejected by the concerned agency/ those whose PRAN Cards have not been generated till date, to re-submit their PRAN Form along with other formalities/documents complete in all respects as per the check list reproduced overleaf to Establishment Section (NTW) within a period of 15 days from the issuance of this circular.

No. Estab/21/ 768-867
Dated: 08-04-21

Masrotha
REGISTRAR
[Signature]

Copy to:-

1. Special Secretary to the 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. I/c Administrator, General Zorawar Singh Auditorium
8. Joint Registrar (Finance)/ (CDC)
9. I/c Computer Centre/ I/c University Website/Coordinator Campuses.
10. Programme Coordinator (NSS)
11. All Wardens of University Hostels
12. All Dy. Registrars/ Assistant Registrars
13. SE/ XEN / I/c Media Cell/ Manager Guest House
14. Medical Officer, University Health Centre
15. Chief Security Officer
16. Guard File

Subscriber Form Registration Checklist

Attachments

1. Self attested copy of Aadhaar Card/Passport/Driving Licence.
2. Self attested copy of PAN Card/Form 60.
3. Self attested copy of D.o.B. Certificate.
4. Bank Certificate/Cancelled Cheque/Bank Account Statement.

Other Mandatory Details:-

5. Date of Joining.
6. Date of Retirement.
7. Mother's name.
8. Nominee name.
9. Spouse name, if married.
10. Aadhaar Declaration.
11. Contact details (Mobile No. and email id).
12. Bank details along with IFSC and MICR codes.
13. Nominee Details.
14. FATCA Declaration with PAN details.
15. Declaration by Subscriber.
16. Declaration by Employer.
17. DDO Seal & Signatures.
18. DTO Seal & Signatures.