



OFFICE OF DEAN RESEARCH STUDIES
UNIVERSITY OF JAMMU

C I R C U L A R

It has been observed that many a times the proposals sent to office of DRS related to different aspects including project submissions to external agencies, field visits, International travels, engagement of staff in projects etc. are not as per the guidelines of the funding agency and/or University norms. Therefore, it is circulated for the information of all concerned that the proposals and requests be submitted to the office of DRS in sync with the guidelines, terms & conditions and the rules applicable, along with all the supporting documents.

Further, in matters where the funding agency desires prior permission, such endorsements be sought from funding agency before submitting such proposals for consideration of the Competent Authority.

All matters of administrative nature must be routed through concerned Head of the Department/Director/Rector.

No. DRS/24/97-147
Dated: 4/4/2024

Ph. J. J.
04/04/2024
Assistant Registrar (R&A)
Wt
4/4 4/4 04/04

Copy to:-

1. Special Secretary to Vice-Chancellor for information.
2. Sr. PA to DRS for information.
3. Sr. PA to Registrar for information.
4. All Faculty Deans.
5. All HODs/Directors/Rectors of Offsite Campuses.
6. Sr. PA to JR (Finance).
7. D.R. (Grants)
8. Guard file.