



UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu

No.Estab/20/1893 - 1922

Dated: 01-07-20

URGENT

University of Jammu,
Jammu.

Sub: Release of salary

Sir/Madam,

This has reference to the attendance certificate for the month of June, 2020 duly forwarded by your office to the Accounts Branch, wherein as per your remarks, some of the employees have not reported for duties till date.

In order to examine the matter regarding the release of salary of said employees, I am desired to request you to kindly clarify **at the earliest** whether such employee(s) was/were –

1. Residing in the Red/Containment Zone and if so, provide the documentary proof for the same.
2. Working from Home and if so, whether they were authorized by your goodself to do so.
3. Exempted from duty vide notification dated: 29.05.20 and if so, please provide the documents w.r.t. children below 5 years/proof of aged parents/ Medical prescription of co-morbidity etc.
4. Out of city and if so, whether the said employee was authorized by your goodself to leave the station.
5. Whether the said employee has availed the Transport Allowance (if yes), please provide details as to how many days he/she has attended the duty.
6. Also mention that whether Public Transport including Private conveyance was available or not.

In case any of such employee doesn't fulfill any of the above conditions (as applicable in each case), he/she may be advised to apply for leave whatever due to him/her so that his/her salary may be released accordingly.

Thanking you,

Yours faithfully,

Deputy Registrar (Estab)