



University of Jammu

C I R C U L A R

(Most Urgent)

Subject: Information required with regard to implementation of JKHRMS

All the HoDs / Directors/ Rectors/ Branch Officers are requested to mandatorily submit the information pertaining to the details of Teachers, Officers and employees working in their respective departments/ sections through the prescribed Google Form (<https://forms.gle/tyRPDaQz4bD9XxQFA>) within 03 days as the same is required for adding employees' database on CPIS and subsequently on JKHRMS portal.

This may kindly be noted for mandatory compliance.

Masrobia
REGISTRAR

No: Estab/23/ 33080-179

Dated: 17/03/2023

Copy to:

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice- Chancellor.
2. Dean Research Studies /Dean Academic Affairs/Dean Planning & Development for information.
3. Registrar/ Controller of Examination/ Director, CDC/ Director, DDE/ Director, DIQA for information.
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/ Provost (Boys/ Girls Hostels)/ Dean Student Placement/ I/c Librarian (Dhanvantri Library)/ President JUTA
7. I/c Administrator, GZSAC/ Joint Registrar (Finance)/ Joint Registrar (CDC)
8. I/c Computer Centre/ I/c University Website (for uploading the same on the University Website) / Coordinator Campuses
9. Programme Coordinator, NSS
10. All Wardens of the University Hostels
11. All Deputy Registrar/ President, JUOWA / SE/ XEN, UWD/ I/c Media Cell/ Manager Guest House/ Arboriculturist
12. Medical Officer, UHC
13. Chief Accounts Officer
14. Chief Security Officer,
15. President JUNTEU/ JUNGEU
16. Head, EDP Section for updating the database
17. All Sections
18. Guard file