



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' Grade University)

Baba Saheb Ambedker Road, Jammu

## CIRCULAR

It is circulated for the information of all the concerned Rectors/Directors/HODs/ Controlling Officers / Branch Officers/ that the agreement has been entered with an outsourcing agency i.e. ABN Personnel Network for providing manpower to the University of Jammu for a period of one year w.e.f. 10.02.2023. As such, in light of the recommendations of the Committee constituted for the purpose, all Rectors/Directors/HODs/ Controlling Officers/ Branch Officers/ Provost/Wardens are hereby advised to approach the office of Registrar for seeking approval of Competent Authority for engagement of outsourced manpower after observing the set criteria as mentioned below:

1. In the Departments/Sections where the total permanent in position strength is 75% or above, they shall not be provided any outsourced manpower, however, in case of Departments/Sections, where the in position is 50% or below, they shall be provided outsourced manpower but the total percentage of strength shall not exceed 75%.
2. All the Departments/Sections excluding essential services viz. Security Guards hired through Zila Sainik Board, Malis, Sanitation Workers, hostels etc. wherever the liability of outsourced manpower has been met out of the Budget Head: N03 Adm. R29, 363 Outsourcing of upkeep, there shall also be minimum 10% reduction in the manpower.
3. The Departments/Sections like DDE/CDC/Examination/DSW/Guest House etc. who have internal resources for payment to outsourced manpower have to reduce minimum 20% in the said manpower and the said Departments/Sections shall be required to manage with the reduced manpower only. Alternatively, the Controlling Officers of Departments/Sections can also identify and recommend the permanent employee/s willing to shoulder extra responsibilities in addition to their existing duties by granting them extra remuneration as per norms on the approval of the competent authority, in lieu of the outsourced manpower.
4. Outsourced Manpower to be engaged through the agency shall be required to furnish the complete details of his/her blood relations working in the University as a

*Passing*

prerequisite to safeguard against any allegations. This shall not apply to class-IV where skill is not required.

Further, the proposal for engaging the outsourced manpower against the permanent employees on leave chance basis should reach the Registry atleast 15 days prior to the date of commencement of leave period of an employee. Proposal for each and every requirement shall be routed and processed through the Establishment Section only. **However, no person shall be engaged through the above said agency without the prior approval of the Competent Authority.**

*Handwritten:* I/c Messite  
*Signature:* Nasir  
REGISTRAR 11/3/2023

No : Estab./23/31509-608  
Dated: 01-03-2023

Copy to:-

1. Spl. Secretary to Vice-Chancellor.
2. Sr. P.A to Dean Academic Affairs/ Dean Research Studies.
3. Sr. P.A to Registrar/Controller of Examinations.
4. Director, DDE/CDC/DLL/DIQA/Physical Education/Academic Staff Colleges/Centre for Studies in Museology & Sheikh Noor-Ud-Din-Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu and Ladakh Region/SHTM/ICCCR& HRM/Disaster Management Centre/School of Visual and performing Arts. Design and Architecture/Centre for New Literature, Culture and Communications/Centre for Women's Studies.
5. Dean Students Welfare/Provosts (Boy's /Girl's 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, Dhanvantri Library/Post M.A. Urdu Professional Course.
10. Sr. P.A to Joint Registrar (Finance/Exams/CDC/DDE).
11. Programme Coordinator, NSS.
12. Medical Officer, UHC.
13. All Wardens of University Hostels.
14. All Dy. Registrars/Assistant Registrars.
15. Executive Engineer/Manager Guest House.
16. President. JUTA/JUOWA/JUNTEU/JUNGEA.
17. Security officer.
18. All Sections.
19. C.E.O/Manager, ABN Personnel Network, Gandhi Nagar, Jammu
20. Guard File.