



UNIVERSITY OF JAMMU

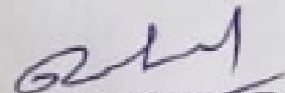
(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

JAMMU (J&K) - 180006

CIRCULAR

It is circulated for the information of all the Contractual Lecturers/Teaching Assistants engaged in various Teaching Departments/Offsite Campuses of the University of Jammu purely on Temporary/Contract/Academic arrangement basis for the Academic Session 2023-2024 that their salary bills till the validity of their engagement order has to be prepared and **send to the office of the NIC, Civil Secretariat, Jammu** on last working day of every month. All the controlling Officers i.e., Rectors/Directors/Heads of teaching Departments are, therefore, requested to send the salary bills of the Contractual Lecturers/Teaching Assistants working under their control on **25th of every month** in order to enable this office to prepare their salary and submit the same to the treasury well in time for early disbursement of salary.

The controlling officers are further requested to mention the details of Casual Leave/Medical Leave/any other leave without honorarium, availed by the Contractual Lecturers/Teaching Assistants from 26th of the last month upto 25th of the current month in the salary bill of the Contractual Lecturers/Teaching Assistants for claiming the salary.


REGISTRAR

No. Accounts/Salary/2023/3429-78

Dated: 22/11/2023

Copy to:-

1. Special Secretary to the Vice-Chancellor.
2. Sr. P.A to the Dean Academic Affairs.
3. Sr. P.A to the Registrar.
4. All Rectors/Directors of the Offsite Campuses of the University.
5. All Heads of the Teaching Department of the University.
6. I/c University Website.
7. Guard File.