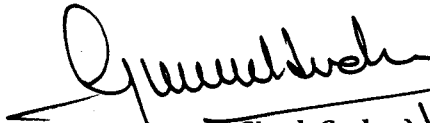# CIRCULAR

This is in continuation to circular **Ref. No. CIT/JU/2025/799-898 dated: 13/02/2025,** regarding the creation of official email ids for all the permanent teaching faculty, officers, and non-teaching employees working in the University of Jammu. The Centre for IT Enabled Services and Management (CITES&M) created the official email ids on the Jammu University domain for all non-teaching staff (Section Officer, Head Assistant, Senior Assistant, Junior Assistant, Computer Assistant, Computing Assistant, Semi Professional Assistant, Professional Assistant, Computer Operator, Library Attendant, Laboratory Attendant, Laboratory Assistant, Jr. Technical Assistant, Sr. TA and Technical Assistant, Technician, Assistant Programmer) and the same has been uploaded on the University Website under link **JU Corner.**

In this regard, the above said employees have received an email from Google Workspace Team and hence are requested to access the email and reset the password within 48 hours of receiving the email. The email ids for rest of the employees will be notified later.

(Dr. Guneet Singh Sudan)
Director CITES&M

Ref No. CIT/JU/2025/899-998
Dated: 13/02/2025

Copy to:

1. Special Secretary to the Vice Chancellor, University of Jammu
2. Sr. P.A. to the Dean Academic Affairs/ Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, CDC/DDE/DIQA/CITESM/DLL/Physical Education/HRDC/Centre for Studies in Museology & Sheikh Noor-ud-Din Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu & Ladakh Region/SHTM/ICCCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All Heads of the Teaching Departments of the University
8. I/C Librarian, Dhanvantri Library
9. I/C General Zorawar Singh Auditorium
10. I/C Director, Computer Centre
11. Programmer Coordinator, NSS
12. All Joint/Deputy/Assistant Registrars
13. All Wardens of the University Hostels
14. Executive Engineer, UWD
15. Manager Guest House
16. Medical Officer, UHC
17. President Teaching Association
18. President Non-Teaching Association
19. President Non-Gazetted Association
20. File for Records.