

## UNIVERSITY OF JAMMU

### ORDER

It is hereby ordered that Class-IV employees i.e. Chowkidars, Ward Boys, Maid Servants, Watch & Ward Staff, Security Guards working on permanent basis and detained by the Directors/HOD's/Deans/Provosts (Hostels)/ Wardens/ Branch Officers for performing additional duties on Saturdays/Sundays/ Gazetted Holidays shall be allowed to avail compensatory leave on rotation basis within the same calendar year. Concerned HOD's/Branch Officers shall take care that the work of their office/Section may not suffer.

By Order,

  
**REGISTRAR** 2/7

No. Estab./25/2061-2160

Dated: 28-04-2025

**Copy to :-**

1. Special Secretary to the Vice Chancellor, JU for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations/Finance Officer
4. Director, CD&OE/CDC/DLL/DIQA//Physical Education/MMTC/ 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/ Incharge E-Governance Initiative Cell
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. Coordinator, NSS/Human Genetics
12. Chief/Deputy Proctor of University
13. Medical Officer, UHC All Wardens of University Hostels
14. All Joint/Deputy /Assistant Registrars
15. Executive Engineer, UWD
16. Manager Guest House
17. Executive Director, NIELIT for Information
18. Chief Security Officer
19. President, JUTA/JUOWA/JUNTEU/JUNGEU
20. All Sections
21. Guard File