

# UNIVERSITY OF JAMMU

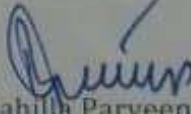
(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

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 2025-26 to submit their salary bills on the prescribed performa (copy attached), duly endorsed by their respective Controlling Officers i.e., Rectors/Directors/Heads of teaching Departments, to the Salary Wing Section strictly from 25<sup>th</sup> to 27<sup>th</sup> of every month and procedure of attendance to be followed every month is 26<sup>th</sup> to 25<sup>th</sup>, so as to ensure that salary bills are processed, uploaded and sent to the Treasury in a time bound manner.

This is issued in supersession to all orders earlier issued on the subject matter.

  
Dr. Rahilla Parveen (JKAS)  
Chief Accounts Officer,  
University of Jammu.  
Jammu  
20/8/25  
20/8

No. Accounts/Salary/2025/ 27-77

Dated: 20 /08/2025

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, CDOE/DLL/Physical Education/ Centre for Studies in Museology/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/SHTM/ ICCCR&HRM/Centre for Women's Studies.
5. Director, Centre for IT Enables Services & Management with the request to get it uploaded on the Jammu University Website).
6. Chief Coordinator Campuses.
7. All Rectors/Director of Offsite Campuses.
8. All Heads of the Teaching Departments of the University
9. Incharge, E-Governance Initiative Cell.
10. Chief Accounts Officer
11. President, JUTA
12. All concerned.
13. Circular File.



## UNIVERSITY OF JAMMU

**'A++' Grade University-Accredited by NAAC**

Attendance for Release of Salary for the month of \_\_\_\_\_

**Emp. No.PG-**\_\_\_\_\_

**Contact NO** \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

Engaged as \_\_\_\_\_

Budget Head: Against pool of  
sanctioned vacant positions

Bank Accounts Details:

Name of J&K Bank Branch \_\_\_\_\_

**16 DIGIT ACCOUNT NO:**

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**IFSC CODE:**

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**BRANCH CODE:**

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Consolidate Salary Rs. \_\_\_\_\_ per month:

Certified that from \_\_\_\_\_ to \_\_\_\_\_ I was on duty and engaged in the class work and not on leave. I was not present for class work w.e.f \_\_\_\_\_ to \_\_\_\_\_.

**Signatures**

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

**Attendance certificate from Rector/Director/HOD/Branch Officer**

Certified that Mr/Ms. \_\_\_\_\_ engaged on contractual basis upto \_\_\_\_\_ months at a consolidated salary of Rs. \_\_\_\_\_ per month vide University order No. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed) was present during the period from \_\_\_\_\_ to \_\_\_\_\_ and conducted the class work accordingly. He/She was not present for class work from \_\_\_\_\_ to \_\_\_\_\_.

**Seal & Signatures**  
**(Rector/Director/HOD/Branch Officer)**