

UNIVERSITY OF JAMMU

CIRCULAR

In view of natural calamity/floods, it is hereby circulated for the information of all the Non-Teaching employees (excluding Officers) of the University of Jammu that the affected employees who want to seek financial assistance for restoration and rehabilitation of their affected residential areas may apply for advance on the lines of Social Activity Advance to the tune of Rs. 50,000/- (recoverable in ten equal installments) on the application format enclosed herewith to be duly endorsed by the concerned Controlling Officer before 08.09.2025.

[Signature] 29/8/25
REGISTRAR

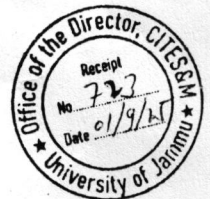
Encl: a/a

No: Estab./25/10669-10769

Dated: 29.08.2025

Copy to :-

1. Special Secretary to the Vice Chancellor for the kind information of the worthy Vice Chancellor
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/MMTTC/ 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/NIELIT Jammu
5. Dean Students Welfare/Provost (Boy's/Girl's Hostel)/Dean Students Placement/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Incharge, E-Governance Initiative Cell
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Chief Accounts Officer
17. Executive Engineer, UWD
18. Manager Guest House
19. President, JUTA/JUOWA/JUNTEU/JUNGEU
20. Security Officer
21. All Sections
22. Guard File



AD-I
[Signature]
01/9/25

(To Be Submitted-Twice A Year Between 1-15 January And 1-15 September)

The Registrar
University of Jammu
Jammu

Sir,

I wish to apply for advance on Social Activities on the following occasion:

(Please tick whichever is applicable)

- i. Admission of children of the University Employee
- ii. Marriage of Brother/Sister/Daughter/any other dependent member of the family
- iii. Any other Social Function/Ceremony of the University Employee
- iv. During this financial year I have not availed this or Festival Advance

I further state that no installment of Festival Advance is presently outstanding against me and undertake to repay the amount of advance sanctioned in my favour for the reason mentioned above in the installments as may be fixed.

I, therefore, request you to kindly sanction the said advance in my favour.

Thanking

Yours faithfully,

Affix Revenue
Stamp

Name: _____

Employee No : _____

Designation: _____

Section / Deptt. : _____

Date : _____

(Recommendation of the concerned HOD/Branch Officers)

HOD/Branch Officer

For Use of The Establishment Section

An amount of Rs. _____ as Advance on Social Activities may kindly be sanctioned out of 'Social Infrastructure Fund' of the University in favour of Mr./Ms./Mrs. _____ for the reason mentioned in his/her application to be recovered in 10 equal installments from his/her pay to be drawn for the month following the withdrawal of the advance.

Sanctioned/Non-Sanctioned

Assistant/Deputy Registrar (Estab)

Registrar

FOR USE OF ACCOUNTS BRANCH

Total Amount Sanctioned Rs. _____

The amount re-payable in _____ installments @ Rs. _____ per month w.e.f the pay the month of _____

Dealing Assistant

Asstt/Dy. Registrar

Joint Registrar

Paid vide Cheque No. _____ Dated : _____

Cashier