

Centre for IT Enabled Services & Emerging Technologies
UNIVERSITY OF JAMMU, Jammu-180006
(NAAC Accredited A++ University)

CIRCULAR



This is for the information of all the teaching departments of the University of Jammu that the Centre for IT Enabled Services & Emerging Technologies, University of Jammu, is in the process of implementing the E-Office system. During Phase I, the Vice Chancellor's Office and Registrar's Office have already been integrated with J & K Lok Bhawan, Chief Minister's Office, Chief Secretary's Office, Office of the Financial Advisor, Universities, Higher Education Department and General Administration Department. In Phase II, all the Administrative Offices and Teaching Departments within the University of Jammu would be integrated on E-Office. The main objective is to provide a digital workplace solution designed to replace traditional, paper-based government administrative processes with electronic workflows. The platform helps to create a paperless, transparent, efficient, and highly accountable system of governance. The said system digitizes the entire lifecycle of a file, from creation, routing, processing, and tracking, eliminating the physical movement of files.

In this regard, all the teaching departments are requested to furnish information regarding the existing IT infrastructure available in their respective departments, as per Annexure-I, to the Centre for IT Enabled Services and Emerging Technologies on or before **8th June, 2026** and as softcopy at officeofdirectorit@jammuuniversity.ac.in, directorit@jammuuniversity.ac.in.

The submission of the required information within the stipulated time will facilitate effective planning and smooth implementation of the E-Office system in the University. All concerned are, therefore, requested to kindly ensure that the required details are furnished accordingly.

Ref. No: JU/CIT/2026/1636-1686

Dated: 26-05-2026


(Dr. Guneet Singh Sudan)
Director, CITES&ET


Copy to:

1. All Concerned.
2. Guard File.

Centre for IT Enabled Services and Emerging Technologies

University of Jammu

IT Infrastructure Record Template(Department-Wise)

Department Overview

Name of the Department: _____

No. of Desktop Systems/All In One Systems: _____

Head of the Department: _____

No. of Printers: _____ & No. of Scanners: _____

Contact Information of concerned: _____

S.No.	Name of the Employee	Designation	Teaching/Non Teaching	Date of Birth of Employee	Date of Appointment	Date of Retirement of Employee	Desktop Type	Confrigation (RAM,ROM, Processor)			Operating System Name	MS Office Version	Printer	Scanner	LAN Connectivity(Yes/No)	Remarks
1																
2																
3																
4																
5																

Please mention any other Central IT Facility

Signature of the HOD with Stamp