

UNIVERSITY OF JAMMU

CIRCULAR

It is informed to all the concerned that the Leave Management System under 'Samarth ERP' is being implemented in the University of Jammu. The Module requires entire record of different kinds of leaves, in credit and availed by the employees.

All Rectors/Directors/HODs/Officers of University Main Campus/Offsite Campuses are requested to provide duly vetted record of Earned leave, Maternity leave, Paternity Leave & Child care leave till 01.07.2026 availed/in credit of Section Officers, Head Assistants, Senior Assistants & Junior Assistants working under their control to the Establishment/NTW Section on e-mail ID. ar.estab@jammuuniversity.ac.in, in Excel Format within a period of 02 days from the date of issuance of circular so that same is updated in the Leave Management System. **TREAT THIS MATTER AS MOST URGENT.**


REGISTRAR

No: Estab./26/ 8000-8100

Dated: 04-08-2026

Copy to :-

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please
2. Dean Research Studies/ Dean Planning & Development/Dean Academic Affairs
3. All Heads/ Directors of the Teaching Departments of the University
4. Controller of Examination/Director-CDC/Finance Officer/Director-CD&OE/Director-DIQA/Administrator-GZSAC/Dean Students' Welfare/ Chief Proctor/ Provost (Boys/Girls Hostels)/Dean Students' Placement/ Director, Centre for IT Enabled Services & ET/ I/c Librarian (Dhanvantri Library)
5. All Joint Registrars/XEN-UWD
6. President-JUTA/JUOWA
7. Programme Coordinator, NSS
8. All Wardens of the University Hostels
9. All Deputy Registrars/Chief Accounts Officer/Coordinator-Campuses/Public Relations Officers/Nodal Officer-Amrit Kaal Initiatives/Assistant Registrars/Campuses Development Officer/Medical Officer-UHC/ Arboriculturist/ Manager-Guest House / Media Officer
10. President- JUNTEU/JUNGEU
11. All Sections
12. Guard file