



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

Memorandum

In suppression to this office Memo No. AUJ/Est/16-17/G-600/861-911 dated: 11.05.2016, the following staff in addition to their own duties shall assist Nodal Officer, Biometric Attendance System to make Biometric Attendance System functional at Main Campus Chatha and R. S. Pura Campus, as per following details:

Sr. No.	Staff	Location	Area of Attendance to be covered.	Compiling & Data related issues.
Faculty of Agriculture				
1	Sh. Naresh Kumar (Computer Asstt.), PBG	Block -01 (PBG)	Block 1, 2 & Library	Sh. Komal Bhat Comp. Programmer (HW) (Data Centre)
2.	Sh. Dinesh Khajuria (Computer Asstt.) Div of Agronomy	Block -03 (Agronomy)	Block 3 & 4	
3.	S. Hardeep Singh (Computer Asstt.), Dean Office	Dean Office	Block 5, 6 & Dean Office.	
4.	Smt. Seema Rani & Smt. Seema Bhat (Computer Asstts.)	Block -07 (Agri. Eng.)	Block 7 & 8	
Faculty of Basic Sciences				
1.	Sh. Tek Rajan, Steno, F.B.Sc & Sh. Shami Kumar (Computer Asstt.), Examination cell	Block -10 (GF)	Block 9, 10, 11	
Administration				
1.	Sh. Arun Kumar (Computer Asstt.), Internal Audit. & Sh. Soneal Dhar (Computer Asstt.), Registrar's office.	Administrative Block (GF)	<ul style="list-style-type: none"> • Registrar office • Comptroller office • Directorate of Educ. • Directorate of planning & monitoring office 	Sh. Atulya Giri Comp. Programmer (SW) (Data centre)
2.	Sh. Neeraj Khajuria (Computer Asstt.), Dir. Education.	Administrative Block (FF)	<ul style="list-style-type: none"> • V.C Sectt. • Directorate of Research. 	
3.	Sh. Sunil Kumar (Computer Asstt.), Estates office.	Estates office (GF)	<ul style="list-style-type: none"> • Estates Wing • Medical Centre • Hostel staff. 	
4.	Sh. Deepak Kumar (Audio Visual operator)	Directorate of Extension. (GF)	Directorate of Extension	