



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

University Order No. 24 (Est.) of 2017
Dated. 06-06-2017

In the interest of the university and smooth functioning of newly constructed University Auditorium at main campus Chatha, the Hon'ble Vice-Chancellor is pleased to approve the allotment of work and adjustment of following Non-Teaching staff in addition to their normal duties without any financial gains:

S. No.	Job profile	Name of the Non-Teaching staff with Work assigned
01	Sound Man	Sh. Deepak Kumar Audio Visual Operator,
02	Light Man	Sh. Harcharan Singh (Mechanic) and
03	Audio Visual Operator	Sh. Prince Rajan Khajuria, Computer Assistant shall continue to render their additional duties as per University Memorandum No. AUJ/Est/G-580/2017-18/506-13 dated 20.04.2017 and also will ensure the smooth functioning of the University Auditorium with respect to the job defined at S. No. 1 to 4.
04	Stage Handling	<p><i>The above staff will coordinate with the caretaker for rendering their additional services as and when required.</i></p> <p>Sh. Bachan Lal, Telephone Technician in addition to his duties will also render his services in the University Auditorium as and when required.</p>
05	Electrician for control room	
06	D. G. Set Operator	Sh. Jasmeet Singh, Junior Engineer (Electric), Estates Division shall be wholly responsible for electric related activities of the hall and must ensure its management from the existing staff or through hiring as deemed fit by the Estates Officer.
07	Electrician for power house/AC Operator	
08	Plumber/ Carpenter/ Chowkidar	Sh. Kewal Raina Assistant Executive Engineer (Civil) Estates Division, shall be the overall I/c for maintenance of the auditorium w.r.t. civil works etc.
09	Caretaker	Assistant Manager (Guest House) position available at Chatha in Estates Division presently vacant shall act as Caretaker of University Auditorium and till such appointment is made, Sh. Shiv Dev Singh, PCLA already deputed to Conference Hall by Dean PoA, shall act as a caretaker for University Auditorium. In addition to above, the Assistant Manager (Guest House) shall also look after the activities of the upcoming International Guest House at Chatha Campus.

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10	Photographers	The services of the Photographers available in the Photographic and Media Cell of the university shall be utilized for covering all the events of the university in the auditorium.
11	Sweeper	The services of the sweepers already engaged in the Conference Hall shall also be utilized for the upkeep of the auditorium.
12	Overall In-charge of the Auditorium	The Estates Officer shall be the overall In-charge of the university auditorium.

The above allotment of work and attachment of Non-Teaching Staff for the smooth functioning of the newly constructed University Auditorium at Main Campus Chatha is in pursuance to the requirement putforth by the Estates Division vide letter No. AU/Estates/17-18/F-101/182-185 dated 02-05-2017.

The terms and conditions governing the allotment of university auditorium shall be issued seperately

By Order

**Sd/
Registrar**

No: AUJ/Est/G-580 /2017-18/ 1310 - 1331 .

Dt. 08 -06-2017

Copy to:

- All Officers of the University for information.
- Dean, FoA/FBSc/ FVSc. & AH for information.
- Executive Engineer, Estates Division for information. This is in reference to his communication No. AU/Estates/17-18/F-101/182-185 dated 02-05-2017
- Scientist Incharge Data Centre for uploading the memorandum on the university website.
- SVC for kind information of Hon'ble Vice-Chancellor
- All concerned _____ for information and compliance.
- University Order File No 641


Assistant Registrar (Est.) 8/6



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