



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

Circular

It has been generally observed that the Teaching/Non-Teaching staff of the University is making correspondence with the higher authorities of the University for submission of their cases for accord of permission without routing the same through proper channel.

As per the laid down procedures, the correspondence to be made by the officials of the University should be routed through their controlling officers, carrying their recommendations/comments for onwards submission to the higher authorities for consideration.

In light of the above, it is impressed upon all the Teaching/Non-teaching staff of the University to make their correspondence to higher authorities through proper channel, carrying the comments/recommendations of their controlling officers.

The above instructions should be strictly adhered to for compliance.

By Order

**Sd/-
Registrar**

No: AUJ/Est./G- 31 /20-21/ 0766-8846
Dated: 14 .01.2021.

Copy for information to:

- All Officers of the University_____
- All HoDs_____
- Chief Scientist, WMRC/FSR, Chatha
- I/c, University Examination Cell, SKUAST-Jammu
- Nodal Officer, Data Center for uploading on the University website
- All Incharge Stations/Sub-Stations/KVKs/CSSs_____
- SVC for the kind information of Hon'ble Vice-Chancellor


Asstt. Registrar (Est.) 14/1/2021

SKUAST
Jammu