Circular

Subject: Man-power Audit.

All the non-teaching employees working in various Departments/ Directorates/ Sections/ Units/ Centres/ Campuses of the University are hereby directed to submit the following information as per the enclosed format in the General Administration within seven days from the date of issuance of this circular failing which no representation shall be entertained:

1. Qualification (Academic/ Technical);
2. Period of stay in present place of posting;
3. Details of previous postings.

Copy for information and circulation among staff to the:

1. Dean Academic Affairs;
2. Dean Research;
3. Deans of all Schools;
4. Dean, Students Welfare;
5. Director, Directorate of Internal Quality Assurance;
6. Heads of all teaching Departments/Directors of various Research Centre's/Units;
7. Director, Convocation Complex/North Campus Baramulla/South Campus, Anantnag;
8. Controller of Examinations;
9. Provost/Chief Proctor, University of Kashmir;
10. All Officers of the University;
11. Director, IT&SS with the request to upload the circular on the University website;
12. Librarian, Allama Iqbal Library;
13. PRO to Vice Chancellor for information of the Vice Chancellor;
14. P.S. to Registrar for information of the Registrar;
15. President, EUUMSA
16. File
Department/Section/Campus: ____________________________________________

Note:
1. All the particulars must be filled in by the employee in his/her own hand writing.
2. Employees are required to attach all the relevant documents in support of their qualification (Academic/Technical).

I. General Information:
1. Full Name (in CAPITAL letters): ____________________________________________
2. Present Designation: _____________________________________________________
   E.Mail: ........................................................................................................ M.No: ________________________________

II. Educational Qualifications: Note: please fill in the details precisely.
   Academic:

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<th>Examination/s Passed</th>
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<th>University/ Board</th>
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   Technical:

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III. Details of previous postings: (Please attach separate sheet if necessary).

   S. No | Department | Designation | Period of stay |
   ---- | ---------- | ----------- |---------------|
   1.   |           |            |               |
   2.   |           |            |               |
   3.   |           |            |               |
   4.   |           |            |               |
   5.   |           |            |               |
   6.   |           |            |               |
   7.   |           |            |               |
   8.   |           |            |               |
   9.   |           |            |               |

DECLARATION

I hereby declare that the entries made by me in the above columns are true to the best of my knowledge, belief and nothing has been concealed or mis-represented.

Dated: ________________________                  Signature of the Employee