



JAMIA HAMDARD
(Deemed to be University)
Accredited by NAAC in 'A+' Category

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D. No. Estab./LD/297
Date: 21/02/2024

CIRCULAR

Sub: Submission of Active Duty Reports with UMS Attendance Timesheet Reports


With reference to the Circular No. D.No.Estab/LD/1766 dated 25-12-2023 regarding regularization of attendance of teaching & non-teaching staff through UMS Payroll System in Jamia Hamdard, all Deans/Department Heads and In-charge/Section Heads are hereby informed:

- 1) To ensure timely regularization of attendance and leave records of their respective employees in the UMS before 22nd of every month.
- 2) To submit the Active Duty Report of their respective departments/schools/sections with a printout/copy of UMS Time sheet of each employee for the respective months.

In case, if any, employees faces any challenge / problem, he/she may write/mention it on printout / copy of UMS time sheet against the date, which shall be rectified by the UMS team.

Issued for strict compliance.

Authority: Approval of the Vice Chancellor dated 21-02-2024.


21/02/24
(Dr. Sarfaraz Ahsan)
Deputy Registrar

Distribution to:

1. All Deans
2. All Heads of the Departments / Offices/Units
3. Finance Officer/Director, IQAC/Controller of Examinations
4. System Analyst
5. AR/Secretary to Vice-Chancellor
6. PA to Registrar
7. Guard File