



## **Administration Teaching Section**

No: KU-ATC-2026-213

Dated: 04-02-2026

### **Circular**

**Subject:** Mandatory requirement of prior approval before applying for posts outside the University reg.

It has been observed that employees of the University, teaching/non-teaching, often submit applications (online/offline) for posts outside the University **without obtaining prior approval** of the Competent Authority and thereafter seek forwarding of their applications through proper channel.

Such practice does not conform to established rules and administrative procedure, as **prior permission of the Employer is mandatory** before applying for any post outside the University.

Accordingly, it is hereby notified for the information of all concerned that:

**No employee (teaching or non-teaching) of the University of Kashmir shall apply for any post outside the University, whether online or offline, without obtaining prior written approval of the Competent Authority through proper channel.**

Mere forwarding of applications after submission shall **not be treated as valid permission** and shall not be entertained in future.

This circular is issued in the interest of ensuring **administrative discipline, procedural compliance, and institutional accountability.**

All Heads of Departments/Directors/Officers are requested to **circulate this circular among staff under their control** for strict compliance.

**Sd:**

Iffat Rohi . (3058)

Assistant Registrar Administration Teaching  
Section

Copy to the:

1. Dean Academic Affairs / Dean College Development Council / Dean Research;
2. Deans of various schools;
3. Dean Students Welfare;
4. Heads of all Teaching Departments;
5. Directors of various Research Centres / Institutes / Campuses;
6. Concerned;
7. Controller of Examinations;
8. Director, Directorate of Admissions & Competitive Examinations / DIQA / Information Technology and Support System;
9. Director, DIQA;
10. Provost (Boys/Girls) / Chief Proctor / Chief Security Officer;
11. Special Secretary to Vice-Chancellor for kind information of the Vice-Chancellor;
12. Joint Registrar, Budget & Creation / General / Development;
13. Deputy Registrar, Recruitment / General Administration / Adm-TW/Legal Cell;
14. FA/Chief Accounts Officer;

15. Coordinators of various Teaching Departments;
16. All other officers of the Registry;
17. Manager J&K Bank, Hazratbal;
18. O/S Sub Office Jammu;
19. P.A to the Registrar for information of the Registrar
20. File.



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