GENERAL ADMINISTRATION

UNIVERSITY OF KASHMIR, SRINAGAR
Hazratbal Srinagar-06

Circular No.F(Attnd-Outsource)GAD/KU/26
Dated: October 13, 2026

Subject: Submission of Attendance of Outsourced Personnel

In order to ensure timely processing of bills of the outsourcing agency and disbursement of wages to the outsourced personnel, all immediate Controlling Officers of the respective Schools/Departments/Centres/Institutes/Units/Sections of the University (Main Campus, excluding Hostels and Examination Wing) shall ensure that the **duly authenticated original attendance report** of the outsourced personnel deployed in their respective Departments/Units is forwarded to the office of the undersigned **by the end of every month**.

Further, the concerned Departments/Units shall also ensure that a **soft copy of the duly authenticated attendance report** of the outsourced personnel is forwarded to the approved outsourcing agency at its official email address, **everestprokashmir@gmail.com**, within the same stipulated period.

Timely submission of duly authenticated attendance reports within the stipulated period shall facilitate hassle-free timely disbursement of wages to the outsourced personnel and processing of the outsourcing bills.

All concerned are requested to ensure strict compliance with the above instructions.

By Order

13/10/2026
Assistant Registrar
University of Kashmir

Copy for information to the: -

- Dean, Academic Affairs/ Research/ College Development Council/ Students Welfare;
- Dean of all Schools;
- Directors of various Research Centers/Units/Institutes/Convocation Complex/CDOE;
- Heads of all Teaching Departments;
- Librarian, Allama Iqbal Library;
- Chief Proctor/Chief Security Officer;
- Special Secretary to Vice-Chancellor for kind information of Vice-Chancellor;
- All concerned Coordinators;
- Joint Registrar, Environment & Hygiene Wing/Hospitality & Protocol;
- All concerned Coordinators;
- All officers of the Registry;
- P.A to Registrar for kind information of Registrar;
- Managing Director, M/S Everestpro Kashmir Services Pvt. Ltd,
- File.