



**Sher-i-Kashmir**  
**University of Agricultural Sciences & Technology of Kashmir,**  
**Shalimar, Srinagar - 190025**

Office No. 0194-2461271 / Email: [registrar@skuastkashmir.ac.in](mailto:registrar@skuastkashmir.ac.in)

**Subject: Creation of Official E-mail IDs and Updation of Telephone Directory of University Employees.**

**MEMO**

The University presently does not have an updated Telephone Directory containing the latest contact details of its Officers and Officials, which often causes difficulties in communication and coordination with various offices, particularly in matters requiring urgent attention.

Further, it has been observed that several Heads of Divisions/Research Stations/KVKs/other Constituent Units of the University are using their personal e-mail IDs for official correspondence. Such practice often leads to communication gaps, especially when the concerned officials are transferred or assigned to other positions, as the personal e-mail IDs are not available to the succeeding incumbents.

In order to streamline official communication and establish a uniform communication mechanism across the University, all Heads of Divisions/Research Stations/KVKs/other Constituent Units of SKUAST-Kashmir who have not yet created official e-mail IDs under the University's domain are requested to approach Incharge ARIS, SKUAST-Kashmir for creation of official e-mail IDs using the domain [@skuastkashmir.ac.in](mailto:@skuastkashmir.ac.in) and ensure that the same are utilized for all official correspondence.

Furthermore, all Officers, Heads, Scientists, Deputy/Assistant Registrars and Deputy/Assistant Comptrollers of the University are requested to furnish/update their latest contact details by filling the Google Form available at the link provided below:

**Google Form Link:**

**<https://docs.google.com/forms/d/e/1FAIpQLSdOSE-stknzQMMdPiewBJh9i9vicJ7GmOL6Q-X-oOLGxupcmg/viewform?usp=dialog>**



All concerned are requested to furnish the requisite information through Google Form and ensure compliance within **07 days** from the date of issuance of this Memo.

As directed.

(Javid Ahmad Bhat)  
Assistant Registrar (Est.)

03/06/26

No. Au/Adm/PS-31/26/4447-4511

Dated: 03.06.2026

Copy for information and n/a:

- All Officers of the University
- All Heads of the Divisions/Stations/KVKs/Centres/Other Constituent Units of the SKUAST-K
- Incharge ARIS for uploading the MEMO on the University website.
- Secretary to Vice-Chancellor, SKUAST-K, Shalimar