



Government of Jammu and Kashmir
DIRECTORATE OF SCHOOL EDUCATION JAMMU

Matter Most Urgent
Out Just Now

- 1/- Principal, SIE Jammu,
- 2/- Chief Education Officer _____ (all),
- 3/- Principal DIET _____ (all).

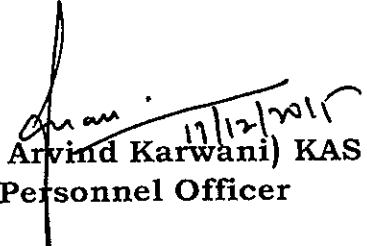
NO: DSEJ/Gen/43768-95 Dated: 17-12-2015.
Sub: uploading of personal data information of employees on website.

Sir,

Please refer to the above cited subject. In this context, I am directed to ask you to instruct all Cluster Heads of your districts to download the formats of personal data information of Govt. employees working in School Education Department from the website (www.dsejammu.org) and circulate it to the respective schools.

Each cluster Head shall be provided the user name and password and shall be responsible for uploading of this information of his concerned cluster on the website. The Cluster Head shall get the user name and personal password from Sh. Madan Lal, I/C Computer Section (cell No. 9419209290) of the directorate. The concerned Cluster Head shall ensure that personal data information of all employees of the concerned cluster is uploaded on the website by or before 26th December, 2015. The Cluster Heads shall submit compliance report by or before 27th Dec, 2015 positively, failing which they shall be personally responsible for the consequences.

Similarly, the personal data information of the employees working in the offices of ZEO's and CEO's shall be uploaded by the concerned Chief Education Officer. The information in respect of employees of DIET's, SIE and DSE shall be uploaded by the Joint Director (Trainings)/Principal SIE.


(Dr. Arvind Karwani) KAS
Personnel Officer

Copy to the:-

- 1/- Joint Director _____ (all) for information.
- 2/- Pvt. Secretary to the Commissioner/Secretary to Govt. School Education department, civil secretariat Jammu for information of the Commissioner.
- 3/- P.A. to DSEJ for information of the Director.