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**Government of Jammu & Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION JAMMU**

**CIRCULAR**

All the DDOs ( Principals/ Headmasters ) of Jammu, Kathua & Samba districts are asked to submit the data of the surplus staff, who are drawing their salary from the overall cadre to their ZEOs concerned by tomorrow on the prescribed format, who in turn after compiling the data shall submit the same to their concerned Chief Education Offices. The Chief Education Officers shall submit the same to this Directorate by 8<sup>th</sup> of March 2018.

**Matter be treated as most urgent**

**Chief Accounts Officer**  
**Directorate of School Education**  
**Jammu**

No: DSEJ/ Acctts/14570-72

Dated: 07-03-2018

**Copy to the:**

1. Jt. Director (Adm.) for information
2. P.A to Director School Education, Jammu for information of Director School Education, Jammu
3. I/c website to put on official website of this Directorate.

**FORMAT FOR COLLECTION OF DATA IN RESPECT OF SURPLUS STAFF (NON PLAN ONLY)**

**FORMAT 1**

**DISTRICT**

**ZONE**

S.NO	NAME OF EMP	DESIG	NAME OF INST.	SURPLUS IN WHICH CAPACITY	SALARY DRAWN UPTO
1	2	3	4	5	6

**FORMAT 2**

**DISTRICT :**

ZONE	NAME OF THE INST	LECTURERS				HEADMASTERS				MASTERS			TEACHERS	
		SACTIONED	INPOSITION	VACANCY	SACTIONED	INPOSITION	VACANCY	SACTIONED	INPOSITION	VACANCY	SACTIONED	INPOSITION	VACANCY	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	

**NOTE:**

**INFORMATION IN RESPECT OF EMPLOYEES WHO ARE WORKING AGAINST THE TRANSFERRED POSTS BE GIVEN SEPARATELY AS PER FORMAT**

**DISTRICT**

**ZONE**

**FORMAT 3**

S.NO	NAME OF EMP	DESIG	NAME OF INST.	INST. WHERE FROM THE POST IS TRANSFERRED	SALARY DRAWN UPTO
1	2	3	4	5	6