

Government of Jammu & Kashmir
DIRECTORATE OF SCHOOL EDUCATION, JAMMU

Subject: Data updation on CPIS/JKPaySys, Aadharshila & individual service particulars of employees.

Order No. 463 -DSEJ of 2020
Dated : 10-12-2020.

Whereas; technical experts from the Informatics Office (NIC, Jammu) imparted training to all the Officers/Officials concerned with the updation of data on CPIS/JKPaySys, Aadharshila (DSEJ's online monitoring portal).

Whereas; data updation week was observed w.e.f 24th Aug. to 7th Sept.2020 as per this office Order No. DSEJ-of 2020 dated 21/08.2020.

Whereas; all the officers/officials of the department except KAS Joint Directors were asked to fill the online forms to create a database of all employees relating to their service matters.

Whereas; all the Heads of the schools were asked to update the data pertaining to the school infrastructure and student's particulars on Aadharshila by 31.10.2020 vide this office Order No. 27 DSEJ of 2020 dated 05.09.2020.

Whereas, all DDOs/Heads of schools have been asked to create their official e mail in nic to facilitate registration on GEM portal and to protect the safety and security of official correspondence;

Whereas, all DDOs were also asked to create PFMS accounts to facilitate DBT transfer of funds and scholarship amount to beneficiary students;

Whereas; Directorate of School Education, Jammu is endeavoring to update the information with respect to all the parameters quoted above to have a strong, authentic & accurate database as a source of trustworthy data for effective decision making on various policy and administrative issues for quality management of all the sections of the School Education System in Jammu Division.

Whereas; despite continuous and rigorous efforts data pertaining to all the above quoted parameters is incomplete due to carelessness and negligence by few

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DDOs/Heads of the schools which needs to be curtailed to achieve the 100% correct data updation by or before 25.12.2020;

In view of the above, it is hereby ordered that all the Officers across the Jammu division including Directorate and other subordinate offices including Heads of schools shall ensure data updation on CPIS/JKPaySys, Aadharshila, online google form, creation of PFMS accounts and creation of official e mail by or before 25th Dec. 2020 failing which salary of the concerned DDOs/individual employees shall be not drawn for the month of December 2020.

Data updation process shall focus on the following parameters.

1. CPIS/JKPaySys: The DDOs should ensure that every employee should have their individual user ID created for CPIS. This will help employees to keep their data updated in the system. However DDOs shall approve or reject the user ID access as per the office record to keep the data updated. Scanned copy of the service books of all the employees must also be updated & uploaded on CPIS. On the request of this directorate, NIC has extended the facility of data updation to each employee who can not only check information related to his service particulars by logging in with their user ID but can also update their service particulars by visiting the website www.jkcpis.nic.in. (Format for daily progress reporting enclosed herewith).

2. Aadharshila (DSEJ's online monitoring portal) www.schedujammu.nic.in/aadharshila : User IDs and Passwords have been shared with the CEOs/Heads of schools already. All the school heads shall log in to the portal on the above given web address and update the fields given including student's details. It is mandatory for the school heads to fill all fields. (Format for daily progress reporting enclosed herewith).

3. Database for individual service particulars of employees through google form:

All the Heads of Schools of Jammu division shall ensure the entire teaching faculty under their control shall fill the online google form. All Lecturers, Sr. Lecturers, Masters, Teachers including General Teachers, Grade II/III, RETs, RRETs & 3rd Teacher shall fill this online google form (ignore if already filled). The Head of School shall personally ensure that all the teaching staff working under their control have filled the required information completely.

Click on the link: <https://bit.ly/3pRDWsm>

Google form to be filled by Education Administrators (Officers) from Jammu Division. It is to create an all purpose database of School Education Department's Administrators like JDs/Field advisors/CEO's/DIET Principals/HoDs/Principals/Dy.CEOs/ZEOs/ZEPOs/Head Masters. Those from Jammu division but posted elsewhere in other organizations must also fill up this form (ignore if already filled) Click on the link: <https://forms.gle/9DfN7wVWXmyMcsJp8>.

It is further ordered that henceforth Aadharshila and the data collected through the above mentioned googledocs and the official emails on the NIC domain shall be the only source and the medium of supply of authentic data

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to the directorate and No hard copies /offline information shall be accepted in the department.

Dr. Jagdish Raj Panotra, Sr. Lecturer (9419194492), Sh Deepak Sharma (7051136612) and Sh. Sanjay Kumar, Lecturer (9796809703) shall coordinate with CEOs/subordinate offices for Adharshila & JKCPIS/JKPaySys respectively.

Anuradha Gupta
10/12/2020
(Anuradha Gupta) KAS
Director School Education,
Jammu

No.DSEJ/Gen/36806-56 **Dated:** 10-12-2020.

Copy to the:

1. Director General Accounts & Treasuries with the request to issue directions to all the subordinate treasuries not to entertain the bills of any DDOs of School Education Department without production of sample certificate enclosed herewith.
2. Director, Accounts and Treasuries with similar request.
3. FA/CAO DSEJ for information.
4. Joint Director Information with the request to publish this order atleast in three dailies for information of all the stakeholders at large.
5. Treasury Officers (All), Jammu division
6. Joint Directors (all) information and n/a.
7. Chief Education Officer(s)_____ (all), Jammu Division for information and n/a.
8. Principals DIET(s)_____ (all), Jammu Division with for information and n/a.
9. I/C Website DSEJ for uploading on official website of this Directorate.
10. Office record file.

FORMATS TO BE REPORTED BY CEOs IN COMPILED FORM

FORMAT FOR DAILY REPORTING OF DATA UPDATION ON CPIS/JKPaySys

One time Reporting (Col.1 to 6)						Daily Progress report (Col.7 to 10)						Date of Report:
District Name	Zone Name	DDO AG Code	DDO Name (e-g Headmaster ABC) do not write person name	Total sanctioned posts (Non-Plan)	Total in-position (only against sanctioned posts)	No. of employees registered on CPIS	No. of Employees added to JK-PaySys	No. of employees whose Service books uploaded in JK-CPIS	Name of DDO (Person)	Contact No. of DDO	Contact No. of Dealing Assrt.	
1	2	3	4	5	6	7	8	9	11	12	13	

FORMAT FOR DAILY REPORTING OF DATA UPDATION ON AADHARSHILA

FORMAT FOR DAILY REPORTING OF DATA UPDATION ON AADHARSHILA								Date of Report:
District Name	Zone Name	Total No. of Schools	No. of Schools registered on Portal	Total Enrollment	No. of Schools updated student's details	No. of Students awaiting for updation	No. of Schools pending for Reg.	Remarks
1	2	3	4	5	6	7	8	9

[Handwritten Signature]

OFFICE OF THE

Sample Certificate to be submitted by DDO at Treasury

I, Sh./Smt./Mr. _____ Designation _____ do here by submit that all the data as per the parameters mentioned in DSE Jammu's Order No. _____ dated _____ has been updated including filling up of google forms issued to capture the service particulars, by individual employees working and drawing salary from in my office/school under my control except _____ and salary bills being submitted alongwith this certificate pertain only to the employees who have fully complied to the orders issued from Directorate of School Education ,Jammu.

I shall be personally responsible for the consequences if any arising while concealment of any material information in favour of the employees working under my control or with respect to non compliance of the instructions issued vide order No.463-DSEJ of 2020 dated 10-12-2020.

Dated: _____

Place: _____ Seal & Signature of DDO.

- ❖ In case of DDO being ZEO he/she shall be responsible in respect of all teaching / non-teaching staff in schools falling in that zone.