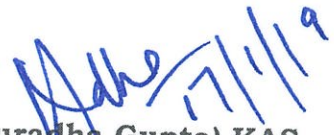




Government of Jammu & Kashmir
DIRECTORATE OF SCHOOL EDUCATION, JAMMU.

C I R C U L A R

All the Drawing and Disbursing Officers of School Education Department were advised vide this office Circular No. DSEJ/Gen/1237 dated 12-01-2019 to update their **CPIS (Centralized Personnel Information System)** data. However, it is observed that all DDOs have not complied with the directions. Among those who have complied, there are many errors found. Therefore, all the Drawing and Disbursing Officers of School Education Department are again directed to update the **CPIS data** of the employees under their control. All the entries of forms should be checked and updated correctly. Duplicate data, if any should be removed. **Drawing and Disbursing Officers are further directed not to share ID/Password of their CPIS account with anybody.** If any indiscrepancy is found in the CPIS data, concerned DDO shall be held responsible. Correct /captured data should be updated within a week's time positively followed by compliance report. **Further, it shall be mandatory for all DDOs to update CPIS forms atleast once every month preferably in the last week of the month, besides updating the data of an employee if there is any change in service condition like transfer, promotion etc.**



(Anuratha Gupta) KAS
Director School Education
Jammu

No: DSEJ/Gen/2019/1732-44

Dated: 17-01-2019

Copy for information and necessary action to the:

1. Secretary to Govt. School Education Department, Civil Secretariat Jammu.
2. Joint Director information Department with the request to publish this circular in three leading daily newspapers for wider publicity.
3. All Chief Education Officers of Jammu Division.
4. Technical Director NIC Civil Secretariat, Jammu