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

**CIRCULAR**

The Chief Education Officers of Jammu Division are directed to submit the information of the Masters/Head Teachers working on SSA posts as per the format mentioned as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Master/Head Teacher</th>
<th>Place of posting</th>
<th>Date of Birth</th>
<th>Date of 1st Apptt.</th>
<th>Date of Promotion as Master</th>
<th>Date from which working at present place of posting</th>
<th>Residence</th>
<th>Remarks</th>
</tr>
</thead>
</table>

You are also directed to furnish the vacancy position of Masters under Non Plan and RMSA Scheme as per the following format:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Distt.</th>
<th>Zone</th>
<th>Name of the School</th>
<th>Non Plan</th>
<th>RMSA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sanctioned</td>
<td>Filled</td>
<td>Vacant</td>
</tr>
</tbody>
</table>

The information mentioned above should reach this Directorate within ten days positively to proceed further ahead.

**Treat the matter as most urgent.**

(Anuradha Gupta) KAS  
Director School Education  
Jammu

No: DSEJ/NG/M/1287-98  
Dated: 25-03-2019

Copy for information and necessary action to the:
1. Commissioner/Secretary to Govt. School Education Department Civil Secretariat Jammu.
2. Chief Education Officer ______________ (All) Jammu Division.
3. I/C Website to embed this circular in the official website of this office.