



Government of Jammu & Kashmir

School Education Department,
Civil Secretariat, Srinagar
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No. Edu/Accts/33/2016
Date: 19-10-16

CIRCULAR

Subject: Web-based Human Resource Management Database System.

A test version of the database is being put in the public domain on 24th October 2016. The preliminary validation of the information included in the data has already been undertaken by the respective Directorates. However, number of transfers have been effected over the past few months. In order to ensure data accuracy, it is necessary that correct position of all those officials is reflected in the database, particularly those effected after 01-January-2016. The Chief Education Officers are directed to ensure that the necessary changes are effected by them by 22-Oct-2016. They shall submit a list of all transfers effected by them since 01-January-2016 to the respective Directorates along with the report of having taken action regarding updation of database. This report shall be submitted by 22-Oct-2016. The data for the updation shall be submitted in the excel format which is available on the Data Portal Website and shall also be emailed to all the CEO's.

Further, those officials who are under transfer but have not yet joined will be shown at the new place of posting with the indication in the "**Joining Status**" as, "**Transfer yet to be complied with**". Also, wherever any official has been posted to a school over and above the sanctioned strength and is, therefore, drawing salary from the overall posts, against his name, the "**Reason for Transfer**" may be appropriately indicated as, "**Need Basis or Medical or Security or Surplus or Awaiting orders**".


**Commissioner/ Secretary
School Education Department**

Copy to :

1. Director School Education Kashmir/Jammu for compliance.
2. All Chief Education Officers.
3. All Zonal Education Officers.
4. All DDO's of School Education Department.
5. Super Admin at the directorate level shall take print out of the log of changes made at the level of the Chief Education Officer so as to correctly link the changes made in the database at each of the CEO Level.