



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

**C I R C U L A R**

**“A T T E N T I O N”**

***All Employees of School Education Department, Jammu Division.***

Many representations are received in the Directorate Of School Education, Jammu regarding problems being faced by employees in the Personnel/Service matters. This is primarily because of lack of authenticated and updated database of the employees. Circular instructions have already been passed to all DDOs for updating the CPIS database of employees working under their control and/or drawing salary from their office. The process of updation is underway. However, each employee of the department in Jammu Division is advised to immediately follow up with his/her DDO to ensure that his/her service particulars are correctly updated both in CPIS as well as the Format “A”& “B” provided to each DDO by the Directorate and send to Email id: [feedbackformofschools@gmail.com](mailto:feedbackformofschools@gmail.com) This will help the Directorate in resolving Personnel issues of the employees of School Education Department.

*Anuradha Gupta*  
**(Anuradha Gupta)KAS**  
**Director School Education**  
**Jammu**

Dated: *8-02-2019*

No: DSEJ/Gen/2019/  
Copy to the:

*4301-4810*

1. Secretary to Government, School Education Department, Civil Secretariat, J&K, Jammu for favour of information.
2. Joint Director, Information Jammu with the request to publish in leading daily newspapers of Jammu Division .
3. Principal SIE Jammu/Principal DIETS ---(all) for information and necessary action .
4. All Chief Education Officers of Jammu Division for information and necessary action.
5. All DDOs of School Education Department Jammu division for information and necessary action.
6. *IC website for posting this order immediately on the departmental website.*