

**Government of Jammu & Kashmir
Directorate of School Education,
Kashmir**

**Sub: - Authentication of the employee data base-organising
authentication day mela on 26-12-2015.**

CIRCULAR

1. Whereas School Education Employees digital data base has been prepared and all members of the department have been asked to update their service particulars on it,
2. Whereas it is important that after the data entry, authentication of the data by the individual members, as well as DDOs is done.

Now, therefore, it has been decided that;

- i. Employees shall authenticate the data entry self attested a hard copy printed out generated in duplicate. The copy shall be countersigned by respective DDO, and one copy shall be sent to the Chief Education Officer's office.
- ii. The salary for the month of December shall be released only after authenticated hard copy is deposited with the CEO office and the DDO concerned certifies on the Treasury bill to this effect.
- iii. On 26th December-2015, Authentication Mela shall be organized across the Division in all DDO offices to complete the task on the same day.


Director School Education,
Kashmir

NO: - DSEK / Estt - 1 / GSS

Dated: - 22 / 12 / 2015

Copy to the:-

1. Commr. /Secy to Govt School Education Department, Civil Secretariat, Jammu for information.
2. OSD to Hon'ble Education Minister.
3. Chief Education Officer _____(All)
4. 2/c Wabante (DSEK)