

GOVERNMENT OF JAMMU & KASHMIR  
DIRECTORATE OF SCHOOL EDUCATION,  
KASHMIR

The Chief Education Officer  
\_\_\_\_\_ (All)

No. DSEK/EST-I/04

Dated:- 02/01/2017

Subject: School Management Information System (SMIS).

School Management Information System (SMIS) has been rolled out as an end-to-end solution for information management in the department by the Hon'ble Chief Minister. In this regard all the DDO's (CEO's/Principal DIETs/ZEO's/Principals of HSS/Headmaster of HS) have already been given the user ID's and roles with their respective privileges. After the login, all the DDO's can view the details of all the employees under their jurisdiction.

Employees data base has already been prepared by the department. However, it is noticed that there are still many discrepancies in the bio-data of employees. Beginning from 1st January-2017, all the service benefits of employees like salary, promotions, training and future service benefits will be linked to this system, thus, it is imperative that these discrepancies in the bio-data are fixed at an earliest. Besides, all the transfers during Winter Vacations are being affected through this system. Therefore, all the DDO's are impressed upon to;

- ❖ Get the bio-data of their respective employees updated/ verified so that the employees do not face any inconvenience in future. Due care is taken while capturing the salary details of each employees with the assistance of In-charge clerk dealing with the salary of employees. For validation/authentication of the bio-data all the DDO's have to print-out a system generated Bio-data Form in case of each employee to be signed by employees and countersigned by DDO. The Form may be kept in safe custody of DDO and a hardcopy therefore to be uploaded in the system against each employee.
- ❖ To record staff strength/sanctioned establishment of all the Schools/Offices, designation-wise in the system and the same be verified/authenticated and a print hard copy of the same be preserved to be uploaded on the system.
- ❖ To ensuring all the Teachers/employees working in Schools and offices are enrolled in the system so that they may not face any inconvenience in their salary draws.
- ❖ That District and Zonal level Nodal Officers be notified and all such Officers are provided the support in terms of internet facility, stationary charges or any other expenses incurred.
- ❖ That all the DDO's are directed to sign-in into the System, thoroughly go through the application to get acquainted with the system so that the officers are able to point any discrepancies in their data. The Nodal Officers shall provide all the assistance/training to the DDO's for any kind of technical support.
- ❖ **That all the processes are completed by January 10<sup>th</sup>-2017.**

The Name, Contact No. and Email IDs of designated IT Persons put on the job at Zonal level be intimated through District Level Nodal Officer to this directorate at an earliest for facilitation of better communication in future.

**MATTER MAY BE TREATED AS MOST URGENT.**

Director School Education,  
Kashmir

Copy to the:-

1. Principal Secretary to Govt. School Education, Civil Secretariat, Jammu for information.
2. Principal SIE, Kashmir for information and similar necessary action.
3. Principal DIET \_\_\_\_\_ (All) for information and similar necessary action.