




Government of Jammu & Kashmir
Directorate of School Education
Kashmir

MINUTES OF MEETING OF CHIEF EDUCATION OFFICERS/NODAL OFFICERS FOR PREPARATION OF EMPLOYEES DATA BASE PRESIDED OVER BY DR SHAH FAESAL, IAS, DIRECTOR SCHOOL EDUCATION KASHMIR HELD ON 03/11/2015 IN THE CONFERENCE HALL OF DSEK.

PARTICIPANTS

1. Joint Director(SSA)
 2. Chief Education Officers(ALL) except Baramulla/Leh & Kargil
 3. Nodal Officers as per list enclosed
 4. Software Consultant, Centre University of Kashmir invited as a special Guest.
- *While introducing the Agenda, it was exhorted upon all the participants that considerable time/resources get usurped in the process of preparation of information, obtaining feedback from field regarding service matters of the employees of the employees of the Department. To save time and resources, it is appropriate time to use Information Technology in the said process – be that preparation of seniority lists, transfers, promotions etc.*
- *After going through the presentation prepared by the Nodal Officer, Baramulla Shri Tanveer Ahmad on live portal designed by experts, the following decisions were taken:-*

REGARDING DATA BASE

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- ✓ *Identification of Nodal Officers: All CEOs shall furnish details/nominate a suitable Lecturer/Master well versed with Computer Application/Information Technology who will be designated as District Level Nodal Officer for the purpose.*
 - ✓ *The said Nodal Officer shall work under overall supervision of concerned Chief Education Officer for collection/updating data from ZEO level of all employees of the Department in his jurisdiction of the CEOs as explained in the said meeting.*

SEEDING OF DATA

- ✓ *All entries shall be done by a Computer trained team of officials representing each Zone which process shall be coordinated and controlled by Nodal Officer. A proforma has already been circulated in the meeting regarding basic requirements/fields required to be filled by each employee (voluntarily or through his controlling officer/cluster head).*
 - ✓ *The Nodal Officers shall remain in contact with Shri Tanveer Ahmad, Nodal Officer, Baramulla for obtaining User ID/Password for necessary seeding of data at their level.*
- (Cont...page 2..)**

- ✓ Shri Tanveer Ahmad is designated as Nodal Officer for Divisional level. He shall attend this Directorate once a week for quick updation, besides working as Nodal Officer, Baramulla.
- ✓ S/Shri Sajad Ahmad/Sarwar Farooqi, Computer Operators shall assist the State Level Nodal Officer till a formal structure is established for execution/implementation of Software.

RRT VERIFICATION

- ✓ As regards collection of Data of RRTs as per revised proforma, it was informed by JD (SSA) that she had not received information from any District so far as per revised proforma issued by the Adm. Department.
- ✓ As the Adm. Department is asking for compliance, all the CEOs were directed to furnish the said information within the stipulated time.

REG. LEGACY OF DATA

- ✓ It was decided that in initial phase the data as available shall be seeded on portal, within one week from now i.e. 09/11/2015.
- ✓ This purification shall be based on input obtaining from official through their DDOs properly certified. This process shall be monitored personally by DDOs/CEOs
- ✓ Purification of data shall be done once seeding is completed.
- ✓ All indicators in the data shall be with reference to Service Book.
- ✓ Dy. Director Planning/Chief Accounts Officer shall work out financial implications of said portal and do a cost benefit analysis of the said programme.



OTHER ISSUES

1. The participants were directed to furnish information regarding APRs, vacancy position, staff statement, seniority lists as already conveyed to them.
2. As regards holding of **DDPC**, the APRs forwarded in respect of some incharge Masters are incomplete and do not indicate Order Nos and Serial Nos in which they have been put to incharge grade.

1. The number of incumbents are having similar name and without indicating S.No. of promotion Order/Order No, the compilation is not taking place. Therefore, all CEOs shall ensure to furnish the APRs for last 3-years of incharge Masters alongwith required details so that process of conducting DDPC is set in motion without wasting any more time
2. For the said purpose they shall also provide the information of vacancies of Masters RMSA/ Non-RMSA.

After deliberation, the meeting ended with a vote of thanks to the chair.


Sd/-
Director School Education
Kashmir

No.DSEK/ PS/Misc/53

Dated:09/11/2015

Copy to the:-

1. Commr/Secretary to Govt. School Education Department Civil Sectt. Jammu for information.
2. Joint Director(SSA) for information
3. Chief Education Officer_____ (ALL)for information and necessary action.
4. Pvt. Secretary to Hon'ble Education Minister for School Education Department for information of Hon'ble Minister.
5. Incharge Innovation Cell
6. PA to DSEK for information of DSEK.


Personnel Officer
Directorate of School Education
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