UNION TERRITORY OF JAMMU AND KASHMIR
OFFICE OF THE CHIEF EDUCATION OFFICER KATHUA

Minutes of the meeting held under the Chairmanship of Worthy Project Director Samagra Shiksha, JK-UT on 07-01-2025 regarding Review of JK-Smart Attendance and Samiksha App.

The below given actions are required to be taken by all the Principals, ZEOs, Headmasters of Govt. High Schools, HOIs of Govt. MS/PS.

1) **Total UDISE and Non-UDISE Employees:** ZEOs___(All) are hereby directed to submit the detailed information as per the format enclosed regarding Employees with UDISE and Non-UDISE of your respective zones (HSS/HS/Zonal Office/MS/PS) in Hard copy (Signed Copy) as well as Soft copy (Excel Sheet).

2) **Detail of Teaching/Non-Teaching Staff posted in Other Department/Sector:-** ZEOs___(All) are hereby directed to submit the detailed information as per the format **(viz. S.No, Name of Employee, Designation, Place of Posting, Department/Sector where attached, Order No. of attachment)** of your respective zones (HSS/HS/Zonal Office/MS/PS) in Hard copy (Signed Copy) as well as Soft copy (Excel Sheet).

3) **Updation of Employee Data (Transfer/Posting/Retirement):-** Principals Govt. HSS/ZEOs/Headmasters Govt. HS, HOIs of Govt. MS/PS are hereby directed to update employee data on JK Smart Attendance on monthly basis.

4) **HOI/ZNO shall approve Leave/Duty on the same day:-** Principals Govt. HSS/ZEOs/Headmasters Govt. HS, HOIs of Govt. MS/PS are hereby directed to approve Leave/Duty of employee on the same day by or before 10:30am. Moreover all officials who want to avail Leave or be on duty are again directed to apply leave well in time on the same day for further approval by the competent authority.

5) **Compilation of Leave on monthly basis:-** Principals Govt. HSS/ZEOs/Headmasters Govt. HS, HOIs of Govt. MS/PS are hereby directed to take note of Leaves availed by their staff and compile it on monthly basis as well as carry forward it and mandatorily update it on their Service book on routine basis.

6) **Least important duties should be avoided by HOIs:** Principals Govt. HSS/ZEOs/Headmasters Govt. HS, HOIs of Govt. MS/PS are hereby directed not

to apply duties which are of least important in nature viz, Bank Duty, Purchasing of articles, Submission of Dak.

7) **Least important duties should be avoided by HOIs:** Principals Govt. HSS/ZEOs/Headmasters Govt. HS, HOIs of Govt. MS/PS are hereby directed not to apply duties which are of least important in nature viz, Bank Duty, Purchasing of articles, Submission of Dak. Moreover Leave/Duty of HOIs should be submitted to this Office with proper dispatch number and Date.

8) **Approval of Medical Leave:-** Principals Govt. HSS/ZEOs/Headmasters Govt. HS, HOIs of Govt. MS/PS are hereby directed to approve medical Leave of your subordinate staff by taking all concerned requisite documents/certificates.

9) **Approval of Child Care Leave (CCL):-** Principals Govt. HSS/ZEOs/Headmasters Govt. HS, HOIs of Govt. MS/PS are hereby directed to approve Child Care Leave (CCL) after proper verification.

No:-CEOK/ 42385-557
Dated:- 11-01-2025.

Chief Education Officer
Kathua
(11/01)

Copy to the:-
1. *Worthy Director School Education Jammu for favour of information, please.*
2. *Worthy District Development Commissioner Kathua for favour of information, please.*
3. *Joint Director (JKS) School Education Department Jammu for information.*
4. *Principal Govt. HSS_____(All) for information and necessary compliance.*
5. *Zonal Education Officer_____(All) for information and with the directions to intimate all HOIs (MS/PS/NPS) to implement the said instructions in letter and spirit without any fail.*
6. *Headmaster Govt. HS_____(All) for information and necessary compliance.*
7. *Office record file.*

OFFICE OF THE _____

FORMAT FOR THE SUBMISSION OF UDISE AND NON- UDISE EMPLOYEES AS WELL AS POSTING OF EMPLOYEES IN OTHER DEPARTMENT/SECTOR

S.No	Name of Employee	Designation	Place of Posting	UDISE No	Whether Official posted in Other Department/ Sector (Yes/No)	If yes mention Name of Department	Deployment Order No. & Date	Remarks

Signature of HOI