

**GOVERNMENT OF JAMMU AND KASHMIR  
DIRECTORATE OF SCHOOL EDUCATION, JAMMU  
MUTHI CAMP ROAD JAMMU J&K-181205**

## Circular

**Subject:- Verification of Attendance of Employees on JKSED portal/Biometrics Attendance Portal.**

The attendance of all employees especially teachers in Government Institutions is crucial for ensuring quality education, accountability and equitable learning outcomes especially in rural and unserved areas.

It is thus impressed upon all the CEO'S and DDO'S of Jammu division that no salary of any employee shall be drawn without proper verification from the **JKSED Portal** and or **Biometric Attendance Portal**. Besides each Head of Institution is directed to verify the details of employees of his institution on **JK Attendance /Biometrics Attendance Portal** and update it accordingly. The retired employees should be kept under common pool on the portal after seeking consultation from **VSEK/NIC**.

In Case where an employee is working in other office/school/district /department the salary will be drawn only after receipt of **Duty Slip and JK Attendance/Biometrics Report** duly signed by the DDO where in the employee is working.

Hence all the CEO's/DDO's/HOI's are hereby directed to verify the attendance of employees on these portals prior to release of salary for the month of 8/2025. Besides concerned Treasury Officer are also intimated to get the satisfactory attendance certificate of all employees before drawing the bills.

These instructions should be strictly implemented by all the DDO's/HOI's and fully monitored by the concerned Chief Education Officer.

  
FA, Chief Accounts Officer  
Directorate of School Education  
Jammu

NO:DSEJ/ACCTTS/2025-26/6901-10

Dated- 05/08/2025

Copy for information to the

1. Secretary to Government, School Education Department, Civil Secretariat, J&K, Srinagar.
2. Joint Director (All) Directorate of School Education Jammu.
3. Personnel Officer, Directorate of School Education, Jammu.
4. District Treasury Officer/ATOs for information.
5. The Chief Education Officers, Jammu Division for further necessary action.
6. PA to DSEJ for information of Worthy Director Sir.
7. All DDOs/HOIs for strict compliance.
8. Nodal Officer, Vidya Samiksha Kendra, Jammu with the request to cooperate with the DDO's/HOI's for providing the data and technical expertise.
9. I/c Computer Section for uploading on the website.
10. Office file.