

OFFICE OF THE CHIEF EDUCATION OFFICER DODA
Near Dak Bungalow Doda City

Email: ceo-doda@jk.gov.in

CIRCULAR

It is hereby circulated for the strict compliance of all DDOs of District Doda that no salary of any employee shall be drawn without proper verification from the JKSED Portal and/or Biometric Attendance Portal.

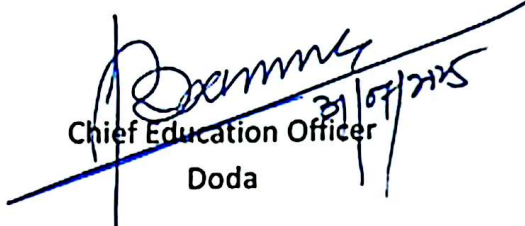
Further, in case an employee is found working in another School/District/Department/Office, their salary shall be drawn only after receipt of a proper Duty Slip along with a printout of Biometric Attendance or JKSED Portal attendance sheet, duly counter-signed by the Head of the concerned Office.

In cases where the employee is working outside District Doda, the duty slip must also be counter-signed by the Chief Education Officer of that particular district.

Any deviation from the above instructions shall be viewed seriously and the concerned DDO shall be held responsible for unauthorized drawal of salary.

This must be strictly adhered to with immediate effect.

NO: CEO/D/ 13611-740
Dated: 31-07-2025


Chief Education Officer
Doda

Copy to the: -

1. District Development Commissioner Doda for favour of information.
2. Director School Education Jammu for favour of information.
3. Joint Director DKR for favour of information.
4. All DDOs of Education Department for strict compliance.