

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

Email-Id:-ceo-kathua@jk.gov.in, ceokathua10@gmail.com

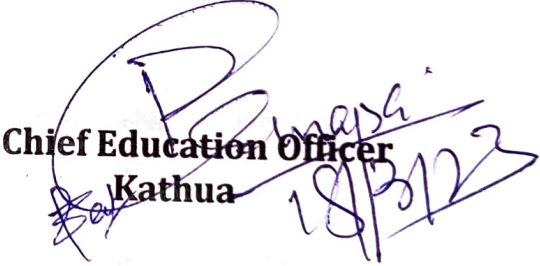
Subject:- Registration of Govt. Schools and addition of staff details in Schools portal.

CIRCULAR

In reference to this office **Circular No: CEOK/81540-713 Dated: 17-03-2023** in which all HOIs were instructed to register their schools on Schools Portal (<https://schools.ceokathua.in/Index.aspx>) integrated on the Official website of the Office of the Chief Education Office Kathua (<https://www.ceokathua.in/>) along with the addition of Vacancy Position and staff details as per the data capturing format available on the portal. It is being observed that some of the schools are adding staff details in School registration form, despite of entering staff details and vacancy position by logging in Schools Login Portal. In this context, all those Schools who have wrongly entered their Staff Details in School Registration Form will be deleted automatically from the Portal.

Moreover, all HOIs are further directed to read the instructions carefully available on the portal (**Copy Enclosed**) and upload the required information as per the user manual. **Matter be treated as Most Urgent.**

No:-CEOK/ 82076
Dated: 18-03-2023.
Copy to the:-


Chief Education Officer
Kathua

1. Worthy Director School Education Jammu for favour of information, please.
2. Worthy District Development Commissioner Kathua for favour of information, please.
3. Worthy Joint Director (JKS) School Education Department Jammu for information.
4. Deputy CEO Kathua (HQ, Billawar) for information and necessary compliance.
5. Principals Govt. HSS_____All for information and with the directions to register their school and staff on the said portal mentioned above.
6. ZEOs_____All for information and with the directions to register the schools all (MS/PS) and their staff on the said portal mentioned above.
7. Headmasters Govt. HS_____All for information and with the directions to register the schools all (MS/PS) schools and their staff on the said portal mentioned above.
8. Office record file.