



Government of Jammu and Kashmir
Planning Development and Monitoring Department

Subject:- Employees Management Information System(EMIS) of Planning Development and Monitoring Department.

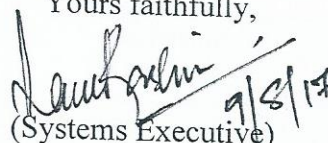
Circular No. 09 PD of 2017
Dated: 09-08-2017

The Planning Development and Monitoring Department intends to create an online Employees Management Information System (EMIS) for effective management of its employees-both gazetted and non-gazetted. However in the first instance, the database shall be prepared for gazetted employees only. This database will comprise of all necessary details of an employee, right from his personnel details to his educational details, to posting details and so on.

Pertinent to mention that the HRM cell created vide Govt. order No. 52-PD of 2011 dated 24-06-2011 was charged with the duty of computerising the personnel records within a prescribed time frame but for one reason or the other the progress so far has remained low.

Now in order to gear up the work on this online Employees Management Information System(EMIS) which will largely benefit the employee of this cadre as any detail required at the time of availing promotion, training performance appraisal, retirement benefits and so on can be acquired on a single click by means of this application. It is therefore impressed upon all employees of Planning Development and Monitoring Department to kindly submit the prescribed format(enclosed) duly filled in and countersigned by the DDO concerned to this department within 7 days positively.

Encl.: One leaf

Yours faithfully,

(Systems Executive) 9/8/17

No:- PD&MD/EMIS/2017

Dated: 09-08-2017

Copy to:-

1. Secretary, Planning Dev. & Mtg. Deptt. for information.
2. Director General (E&S), with the request to kindly carry out the same exercise with the non-gazetted employees of the PD&MD.
3. All Sectoral Officers of Planning Dev. & Mtg. Deptt. for information.
4. Director Finance, Planning Dev. & Mtg. Deptt.
5. Deputy Secretary to Govt. Planning Dev. & Mtg. Deptt.
6. Pvt. Secretary to Commr/Secy. Planning Dev. & Mtg. Deptt. for information.
7. PA to Secretary, Planning Dev. & Mtg. Deptt.
8. Concerned _____
9. Office Circular File.

BIODATA

1	Name of the Officer (as per service book):	
2	Parentage:	
3	Date of Birth:	
4	Residential Address with District:	
5	Address for correspondence:	
6	(Highest Educational Qualification)	
7	Technical Qualification (if any):	
8	Present Designation:	
9	Pay Scale:	
10	Date of promotion to the present grade:	
11	Present Department:	
12	Present Place of posting:	
13	Date of first appointment:	
14	Category (if any):	
15	Mode of appointment to present scale (Direct recruit / promote):	
16	Mobile No.	
17	E-mail address:	
18	Aadhar No.	

Departmental Trainings Attended

Theme of the Training	Institute	Duration

Status of APR's (Last 5 years)

Year	Organisation/Department	Status	Stage
		(Submitted/or not)	Under Initiation/Review/Accepted

Posting Details Starting from Joining the Service - till date

S.No.	Designation	Department	Place of posting	From (Date)	To

Signature