



Government of Jammu and Kashmir  
PHE, I&FC Department  
Civil Secretariat, J&K, Srinagar

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The CEs, PHE/IFC/RTIC/DIQC  
UEED/LAWDA/ERA/SPOC  
SE Leh/SE Kangil/JMC/SMC

No: PHE,IFC/HRM/168//2017

Dated: 26-07-2017

Subject: Computerization of personnel records of the officers of  
PHE, I&FC Department.

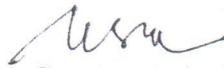
Sir,

I am directed to invite your attention towards the subject cited above and to say that the department is in the process of computerizing the personnel records of the officers for better human resource management. The initiative has been flagged as a top priority of the department and is to be completed within a specific time frame. Towards this end, you are requested to provide the information regarding the officers at the level of AE and upwards (in both hard and soft copies) as per the following format:-

S.N o.	Name of officer	Designation	Pay band / Grade pay	Date of birth	Category	Contact No. and e- mail ID	Education qualifi- cation	Date of 1 <sup>st</sup> appoint- ment	Date of appoint- ment in present grade (substanti- ve/ officiating )
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The Chief Engineers/ HODs are further requested to consolidate the information at their level and furnish the same in one go and not in a piecemeal manner within a month positively.

Yours faithfully,

  
Deputy Secretary to the Government  
PHE, I&FC Department