



**Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat, Srinagar.**

MOST IMMEDIATE

**OM No.: ITD/Gen/ 17 /2018
Dated: 14 -07-2018**

Subject: Correction/Updation of employee data on AEBAS portal of respective departments.

While analysing data for AEBAS registration, it has come to our notice that Nodal officers for AEBAS of various departments have entered employee data of field offices of the departments under the **office location- Civil Secretariat**, rather than entering them against office locations of the field offices under their respective Administrative Departments.

2. Besides, the nodal officers have not regularly updated details of many employees who have either been **"transferred out"** or **"transferred in"**, in the departments/offices. This has resulted in anomalous data as such employees figure in the wrong department, or employees working outside secretariat also figure in the Secretariat data.

3. All the Nodal officers may be directed to immediately correct/update the data on their respective AEBAS portals. For any technical assistance in the aforesaid matter the nodal officers may contact Mr. Sheikh Naveed Iqbal, Manager IT (9419021280) and Mr. Arun Panotra Analyst IT (8713028385).



(Saugat Biswas), IAS

Secretary to the Government
Information Technology Department

All Administrative Secretaries

Copy to the :

1. Private Secretary to the Chief Secretary, J&K for information of Worthy Chief Secretary.
2. State Informatics Officer, NIC for necessary action.