



# भारतीय चिकित्सा केन्द्रीय परिषद्

आयुष मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय  
कार्यालय: 61-65, संस्थानिक क्षेत्र, जनकपुरी डी.ब्लॉक, नई दिल्ली -110058

**CENTRAL COUNCIL OF INDIAN MEDICINE**

A STATUTORY BODY UNDER THE MINISTRY OF AYUSH, GOVT. OF INDIA

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क्रमांक / Ref. No. 11-125/2019(Unani) Teacher Code

दिनांक / Dated: 25.09.2019

To,

**The Principals of all ASU Colleges**

**Subject:-Launching revamped Online teacher management system and issuance of Unique teacher Code-reg**

Sir/Madam,

In continuation to this council's previous communications from time to time on the subject mentioned above and guidelines dated 31.1.2019, I am directed to inform you that **the revamped Online Teacher Management System (OTMS) will be operative from 27.09.2019 and Unique Teacher Code** will be issued to all the teachers of ASU colleges *in lieu* of the current Teacher code possessed by them.

In this juncture the principals/teachers of all the colleges are requested to ensure the following terms and adhere to the instructions thereon.

1. There will be an individual profile page for every teacher with details auto-populated from the latest visitation report in which the teacher shall login and update the remaining details wherever necessary including the notice period for resignation and past teaching experiences.
2. After filling all the details, the teacher shall click the "submit" button and thereafter the notice period, teaching experience etc. will be forwarded online to respective colleges for due verification.
3. Unique teacher code will be issued to the teacher once all the details are verified by the respective institutes.
4. ID and Password will be sent to each existing teacher to their personal email ids for login the OTMS.
5. Keeping the profile page updated from time to time will be the sole responsibility of the teacher.
6. Colleges are instructed to verify the teaching experience/ notice period and other details of the teacher immediately on receipt of the same.
7. The college will not be able to initiate any new application of teacher if it has kept pending any aforesaid application for verification.
8. All applications currently pending in Teacher Management System will be rejected. However colleges/teacher can re-apply in OTMS.
9. College shall not login from Teacher's profile in OTMS. Strict action will be taken if any college is found indulging in such malpractices.
10. College Principals are requested to circulate this letter to all their teachers.

Yours faithfully,

(Shamshad Bano)  
Secretary

Copy to:-

1. President, Central Council of Indian Medicine, New Delhi-110058
2. Guard File

(Shamshad Bano)  
Secretary