



University of Jammu

C I R C U L A R

(Most Urgent)

Subject: Implementation of JKHRMS

- References:
1. General Administration Dept. Circular No: 35-JK(GAD) of 2022 dated 12.10.2022
 2. General Administration Dept. Circular No: 40-JK(GAD) of 2022 dated 23.10.2022
 3. Finance Dept. Circular No. FD-BDGTGEN/19/2022-03-Finance Department dated 07.11.2022
 4. Finance Dept. Circular No. FD-Cord/310/2022-09 dated 15.12.2022
 5. This office Circular No: Estab/23/27500-599 dated 27.01.2023
 6. This office Circular No: Estab/23/29314-413 dated 08.02.2023
 7. This office Circular No: Estab/23/30079-30178 dated 17.02.2023

1. Whereas, General Administration Department & Finance Department of the Government of J&K vide above referred Circulars have desired that all the employees across the UT of J&K have to visit JKHRMS portal using CPIS UIDs and check/ modify their basic as well as other service details on the JKHRMS portal and have it verified by DDO.
2. Whereas, vide the above referred circulars, categorical directions have been issued that salary shall be disbursed only in favour of such employees who have registered/ updated their service details on the JKHRMS portal and concerned DDOs have verified the same.
3. Whereas, the fact that salary of employees has been disbursed despite non-registration / verification of service details of employees on JKHRMS portal has been viewed seriously by the Authorities.
4. Whereas, the Chief Secretary, UT of J&K is likely to convene a meeting of all the Universities with regard to implementation of JKHRMS shortly.
5. Now, therefore, pursuant to the circumstances mentioned hereinabove, it is hereby desired that:-

*All the Faculty members, Officers and employees of the University of Jammu shall **register/ update** their service details on the **JKHRMS portal** and submit the same for verification by DDO. In case any difficulty is encountered in registration on JKHRMS Portal, the concerned are requested to access videos for registration and data correction respectively on JKHRMS Portal, available at the links: <https://hrms.jk.gov.in/video/empReg.mp4> and <https://hrms.jk.gov.in/video/dataCorr.mp4>. The JKHRMS website is: <https://hrms.jk.gov.in>.*

In case any further guidance is required, the employees of any department can contact the concerned team official notified vide Circular No: Estab/22/22314-57 dated 05.12.2022, who have been assigned their particular department.

*It is reiterated that the matter of non-registration of employees on JKHRMS Portal has been viewed very seriously by the J&K Government and all the Faculty members, Officers, and employees are requested to update their service details on **JKHRMS Portal latest by 15.04.2023, failing which the University Authorities shall be constrained to withhold the salary of employees for the month of April 2023 & onwards who have not registered on JKHRMS Portal, without any further communication.***

Masrobia
REGISTRAR

No: Estab/23/ 33180-279

Dated: 17/03/2023

Copy to:

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice- Chancellor.
2. Dean Research Studies /Dean Academic Affairs/Dean Planning & Development for information.

K.T.O.

3. Registrar/ Controller of Examination/ Director, CDC/ Director, DDE/ Director, DIQA for information.
4. All Rectors/ Directors of the Offsite Campuses of the University
5. All Heads/ Directors of the Teaching Departments of the University
6. Dean Students' Welfare/ Provost (Boys/ Girls Hostels)/ Dean Student Placement/ I/c Librarian (Dhanvantri Library)/ President JUTA
7. I/c Administrator, GZSAC/ Joint Registrar (Finance)/ Joint Registrar (CDC)
8. I/c Computer Centre/ I/c University Website (for uploading the same on the University Website) / Coordinator Campuses
9. Programme Coordinator, NSS
10. All Wardens of the University Hostels
11. All Deputy Registrar/ President, JUOWA / SE/ XEN, UWD/ I/c Media Cell/ Manager Guest House/ Arboriculturist
12. Medical Officer, UHC
13. Chief Accounts Officer
14. Chief Security Officer,
15. President JUNTEU/ JUNGEU
16. All Sections
17. Guard file