

UNIVERSITY OF JAMMU

CIRCULAR

Subject: Implementation of Jammu & Kashmir Human Resource Management System- JKHRMS.

The General Administration, Government of Jammu and Kashmir vide circular No.: 35-Jk(GAD) of 2022 dated 12.10.2022 (copy enclosed) has impressed upon employees of all of the departments across Union Territory of J&K to visit Jammu and Kashmir Human Resource Management System (JKHRMS) on <https://hrms.jk.gov.in/> and register on the system by using CPIS Number and check/modify their basic as well as other service related details which shall thereafter be verified by the DDO. JKHRMS will be a unified platform for access to salary slip, GPF, Income tax statement, SLI subscription etc. The service related information already captured under CPIS, has been integrated with JKHRMS. The employees can register themselves by using CPIS number and check the basic as well as other service related details. In case the employee related information is not updated or incorrect, the employee must fill up the requisite 'Correction Form' available on the dashboard and send it to DDO for approval. The process of registering on the HRMS shall be as per "Annexure-I"

In view of the circular instructions highlighted hereinabove & given the fact that as soon as CPIS ID of an employee is generated, JKHRMS portal starts showing pendency in respect of that particular employee until and unless the employee registers/updates his/her service details on the JKHRMS portal verified by the DDO, All permanent Employees of the University of Jammu (except employees borne on scheme posts which are co-terminus with the scheme and those borne on internal resources who have been exempted from onboarding on CPIS vide circular U.O.FD-BFGTOGEN/19/2022-03-FINANCE DEPARTMENT dated 07.11.2022) are advised to visit JKHRMS portal using CPIS Number and check /modify their basic as well as other service related details.

As the registration/updation of service details on the JKHRMS portal is likely to be linked with disbursement of salary, like other employees of the UT Government, all permanent employees of the University are advised do the needful urgently.

No: Estab/23/27500-599
Dated: 27/01/2023
Copy to :-

1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Dean Research Studies/ Dean Academic Affairs /Dean Planning & Development for information please.
3. Registrar/ Controller of Examinations/CDC/DDE/DIQA for information please.
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/Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
7. I/c Administrator, General Zorawar Singh Auditorium
8. Joint Registrar (Finance)/ Joint Registrar (CDC)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses

Masrooha
27/1/2023
REGISTRAR
S. K. O.

K.T.O

11. All Wardens of University Hostels
12. All Dy. Registrars/SE/EXEN/ I/c Media Cell / Manager Guest House
13. Medical Officer, University Health Centre
14. Chief Account Officer
15. All Assistant Registrars
16. Chief Security Officer
17. All Sections/Guard File
18. Manager Guest House
19. President, JUNTEU & JUNGEU
20. Guard File

Steps to Register on HRMS Portal

- Open the Portal using URL "hrms.jk.gov.in"
- Click on Employee Register
- Enter employee id, mobile number and Date of Birth as entered in the existing CPIS Portal and verification code.
- An OTP will be sent on your registered mobile number. OTP is valid for only 10 minute
- Enter the OTP and set the password as per your convenience. The password must be:
 - Minimum 8 Character long
 - Must have One Capital letter (A-Z)
 - Must have One Small Letter (a-z),
 - Must have One digit (0-10)
 - Must have One Special Character out of (@, #, %, ^)
- Please remember the password for future use and never share your password with anyone.

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