



University of Jammu

CIRCULAR (Most Urgent)

Subject: Implementation of JKHRMS

- References:
1. General Administrative Dept. Circular No: 35-JK(GAD) of 2022 dated 12.10.2022
 2. General Administrative Dept. Circular No: 40-JK(GAD) of 2022 dated 23.10.2022
 3. Finance Dept. Circular No. FD-BDGTOKEN/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

1. Whereas, General Administration Department & Finance Department of the Government of J&K vide above referred Circulars has 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.
2. Whereas, vide the above 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. And 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:-

Along with monthly salary attendance slip, every employee shall have to submit his/ her CPIS UID number and documentary proof/ screenshot of having registered on JKHRMS portal, except in respect of employees who are having technical difficulty in registration on the portal due to build-in software issues. The technical difficulty being encountered has to be mentioned/ screenshot attached alongwith monthly salary attendance slip.


REGISTRAR

Estab/23/ 30079 - 30178

Dated: 17/02/2023

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.
3. Registrar/ Controller of Examination/ Director, CDC/ Director, DDE/ Director, DIOA 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