



**Sher-e- Kashmir**  
**University of Agricultural Sciences & Technology,**  
**Administrative Block, Comptroller's Office**  
**Main Campus, Chatha-Jammu**

**Circular**


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

Attention of all Unit/Administrative Heads/DDOs/employees is invited towards circular instructions issued by General Administrative Department vide Circular No. 35-JK(GAD) of 2022 dated: 12-10-2022 (copy enclosed) wherein instructions were issued with regard to implementation of JKHRMS. It was advised that employees shall register themselves on the Jammu & Kashmir Human Resource Management System (JKHRMS) by using their CPIS ids/numbers and check/modify their basic as well other service related details and forward it to the concerned DDO for verification/ updation. In case the employee related information is not updated or incorrect, the employee must fill up the "correction form" available on the dashboard and sent it to DDO for approval. Informative videos regarding registration, filling up of correction forms etc. are also available on the portal for facilitation of the employees.

Accordingly, it is impressed upon all the Unit/Administrative Heads/DDOs/employees of SKUAST-J to visit Jammu & Kashmir Human Resource Management System (JKHRMS) on <https://hrms.jk.gov.in> and register themselves on the system by using the CPIS id/number and check/modify their basic as well as other service related details.

**Salary for the month of December, 2022 shall be disbursed only in favour of such employees who have registered/updated their service details on the JKHRMS portal.**

This issues with the approval of Hon'ble Vice Chancellor.

  
Comptroller  
SKUAST-Jammu  
12/12

No. AUJ/Accts/Compt/2022-23/4208-4245

Dated: 16-12-2022

Copy to:

1. All Officers of the University \_\_\_\_\_
2. All HOD's FoA/F.V.Sc. & AH/ F.B.Sc. \_\_\_\_\_
3. Coordinator, School of Biotechnology, SKUAST-J \_\_\_\_\_
4. All I/c Research Stations/ Units of SKUAST-J \_\_\_\_\_
5. Medical Officer, Health Centre Chatha/ R.S. Pura
6. Hostel Wardens Chatha/ R.S. Pura.
7. Nodal Officer, NKN & I/c Data Centre, SKUAST-J for uploading the circular on University website.
8. Chief Pay & Accounts Officer, SKUAST-J.
9. All Dy. Comptrollers/ Jt. Comptroller/ Accounts Officers/Asstt. Comptrollers.
10. SVC for kind information of Hon'ble Vice Chancellor.