

Government of Jammu and Kashmir  
**Finance Department**  
Civil Secretariat, Jammu

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

**Circular**

In order to streamline the Human Resource Management System across various Departments of Jammu and Kashmir, the General Administration Department vide Circular No 35JK (GAD) of 2022 dated 12.10.2022 and Circular No 40-JK (GAD) of 2022 dated 28.10.2022 advised all the employees to register themselves on JKHRM portal and to forward the service details to the concerned DDOs for verification/updation.

Further, it was also impressed upon all the DDOs that the salary for the month of October, 2022 shall be disbursed in favour of those employees only who have registered themselves/updated their service details on the designated portal and the concerned DDOs have verified the same.

However, it has been observed that many DDOs have disbursed the salary of a sizeable number of employees without verification of their service details which has been viewed seriously by the authorities. Reasons for not adhering to instructions may be furnished within a week.

It is also impressed upon all the DDOs to ensure the registration/ verification of the service details of employees under their control within a period of one week and updation of the same on the JKHRMS portal.

**By order of the Government of Jammu and Kashmir.**

**Sd/-  
Secretary  
Finance Department.  
Dated: - 15.12.2022**

No. FD-Cord/310/2022-09-

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police J&K.
3. All Principal Secretaries to the Government, J&K.
4. Director General IMPARD, J&K.
5. Principal Secretary to the Lieutenant Governor, J&K.
6. All Commissioner/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner Kashmir/Jammu.
9. Secretary General Administration Department.
10. Chairperson J&K Special Tribunal.
11. Director Information, J&K
12. All Deputy Commissioners.
13. Director Archives, Archeology and Museums, J&K.
14. All Head of Departments/Managing Directors/Secretary, Advisory Boards.
15. Registrar General J&K High Court Jammu.
16. Secretary J&K Public Service Commission/SSB/BOPEE.
17. Director Estates, Jammu/Kashmir.
18. Secretary J&K Legislative Assembly.
19. Secretary Academy of Art, Culture and Languages, J&K.
20. General Manager Government Press, Srinagar/Jammu.
21. All Drawing and Disbursing officers of J&K for compliance in letter and spirit.
22. Private Secretary to Chief Secretary, J&K.
23. Website I/c GAD/FD

  
15/12/2022  
**Shafiqat Ali Keen**  
Under Secretary to the Government