



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu/Srinagar

Subject:- Correction in service details of employees on JKHRMS -Constitution of Committee thereof.

Government Order No: 1767-(JK)GAD of 2024
Dated: 15.10.2024

Sanction is hereby accorded to the constitution of Committee(s) with the following composition, in each Department, for examining/scrutinizing and recommending cases of employees representing for correction in service details captured on JKHRMS Portal:

1.	Director Finance/FA/CAO	Chairman (Nodal Officer)
2.	Additional Secretary to be nominated by the Administrative Secretary	Member
3.	Any other member co-opted by the Committee	Member

Terms of reference :-

- i. The committee shall consider requests on the basis of authenticated documents, certificates, including the first page of the service book, etc. duly forwarded by concerned HoD.
- ii. Each request for editing details already captured on JKHRMS shall undergo rigorous scrutiny to ensure veracity/ genuineness of the case and compliance with regulations.
- iii. Director Finance/FA/CAO of the concerned Department, shall be the Nodal Officer for making corrections on JKHRMS on the basis of recommendations firm by the Committee ibid, with the approval of concerned Administrative Secretary.

It is further ordered that no alteration/change in employee data already captured shall be undertaken in any Directorate/subordinate/field office.

By order of Government of Jammu and Kashmir.

Sd/-

(Sanjeev Verma), IAS

Commissioner/ Secretary to the Government

No:GAD-SERVOGENL/165/2022-09-GAD-Part(1)

Dated: 15.10.2024

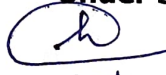
Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. Director General, J&K Institute of Management, Public Administration and Rural Development.

4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor, J&K.
6. Joint Secretary (JKL), Ministry of Home Affairs, Government of India, New Delhi.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Principal Resident Commissioner, J&K Government, New Delhi.
10. Divisional Commissioner, Kashmir/ Jammu.
11. All Secretaries to the Government.
12. Chairperson, J&K Special Tribunal.
13. All Heads of Departments/ Managing Directors.
14. All Deputy Commissioners.
15. Director Information, J&K.
16. Secretary, J&K Public Service Commission.
17. Director, Archives, Archaeology and Museums, J&K.
18. Director Estates, Jammu/ Kashmir.
19. Secretary, J&K Services Selection Board.
20. General Manager, Government Press, Jammu/ Srinagar.
21. Private Secretary to Advisor (B) to Lieutenant Governor J&K.
22. Private Secretary to the Chief Secretary, J&K.
23. Private Secretary to Commissioner/ Secretary to the Government, General Administration Department.
24. Incharge Website, General Administration Department.
25. Government Order file /Stock file.


15/10/24
(Roopali Arora) JKAS,

Under Secretary to the Government


15/10