



GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
CIVIL SECRETARIAT, J&K

Subject: **Implementation of e-Sam (e-Security Assessment and Management) Portal in UT of J&K.**

Circular No.21-JK(GAD) of 2025
Dated:27-10-2025

As part of the Cyber Security initiatives of the Government of Jammu & Kashmir, the e-SAM (e-Security Assessment and Management) Inventory Management Portal has been launched on 06th October, 2025, to provide real-time centralized visibility of IT inventory across government offices, replacing outdated manual and legacy systems for procurement, stock management and distribution. This digital transition shall save time and costs, while enhancing cyber resilience, transparency and accountability of IT assets across the Union territory.

The key features of the Portal viz. Real-time tracking of inventory from procurement to issuance (including auction), Automated stock-level alerts, Online submission and approval of indents, Generation of stock and consumption reports, Centralized data management for all inventory items and Monitoring of asset warranties and AMCs, shall significantly streamline inventory management processes across departments. Besides improving transparency and operational efficiency, the portal shall serve as a unified source of truth for all IT assets across the Union territory, thus helping eliminate duplicate purchases, reduce unnecessary expenditure and facilitate timely audits. By offering accurate, real-time data on consumption patterns, the system shall also enable evidence-based decision-making, proactive planning and forecasting.

All Departments/Divisions shall shift to the e-SAM Portal for all inventory-related functions with effect from 15th December, 2025. The period leading up to the said date shall be utilized for training, data entry and role clarity among Admin Users and staff.

For ensuring smooth implementation of the initiative, the Information Technology Department has devised a structured roadmap:

- i) In terms of O.M. No. IT-Gen/315/2025 dated 01.09.2025, the IT Department has already shared the e-SAM template with all departments to facilitate the portal's rollout.

- ii) IT Department, in coordination with NIC J&K, is conducting ongoing training sessions for nodal officers and designated users nominated by the departments.
- iii) Over the next 20 days, training for all nodal officers will be completed, and a comprehensive User Guide will be circulated to support smooth adoption.

The Portal may be accessed at: **<https://esam.jk.gov.in>**. All designated users shall log in using their approved credentials. All existing assets must be catalogued and entered into the portal by the designated officials (storekeepers or other authorized personnel) in accordance with the e-SAM template (copy enclosed).

All Departments/Divisions/Districts/Sections shall nominate Admin Users for e-SAM as per the format prescribed below:

Name	Designation	Name of Department	Official/Gov mail ID	Contact number
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The Admin User shall create users at the division/directorate/district level for all offices/locations in J&K and upload IT infrastructure details on the Portal.

Further, the following additional information shall also be submitted for departmental module creation:

- i) Department Name
- ii) Department Alias
- iii) State: J&K
- iv) Address
- v) Domain Name: @esam.in
- vi) Banner (Left): JPEG/JPG/PNG — 90px (H) × 600px (W)
- vii) Banner (Right): JPEG/JPG/PNG — 350px (H) × 360px (W)

A Project Management Unit (PMU) has also been constituted in the Information Technology Department/NIC to ensure the smooth implementation of the Portal. The following shall coordinate various aspects of the rollout:

Overall Coordination:

Mr. Rouf Wani (ASIO, NIC) and Ms. Saima Mir (Project Manager, JaKeGA)

Department Module Creation:

Mr. Vikas Sharma (7006456179) and Mr. Raja Ali (DIO, Baramulla) (7006159954)

Training & User Support:

Mr. Naveed (Manager IT, JaKeGA) and Mr. Arun Panotra (IT Analyst)



Active cooperation from all Administrative Departments is essential for successful implementation of the Portal, and as such, all Departments shall have to play a critical role in promoting awareness, strengthening internal monitoring and capacity building, to ensure that the initiative achieves its full potential.

It is accordingly enjoined upon All Administrative Departments to issue necessary instructions to their respective subordinate offices, for ensuring a smooth and timely transition to the e-SAM (e-Security Assessment and Management) Inventory Management system.

These instructions are brought into the notice of all concerned for strict and immediate compliance.

Sd/-

(M. Raju) IAS

Commissioner/Secretary to the Government

Dated:-27.10.2025

No.GAD-ADM0IV/122/2025-09-GAD

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
5. All Commissioner/Secretaries to the Government.
6. Chief Electoral Officer, J&K
7. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
8. Resident Commissioner, J&K Government, New Delhi.
9. Divisional Commissioner, Kashmir/Jammu.
10. Director, J&K Institute of Management, Public Administration & Rural Development.
11. All Deputy Commissioners.
12. Director Information, J&K.
13. Chairperson, J&K Special Tribunal.
14. All Heads of Departments/Managing Directors.
15. Secretary, J&K Public Service Commission.
16. Director General Estates, Kashmir/Jammu.
17. Director, Archives, Archaeology and Museums, J&K.
18. Secretary, J&K Service Selection Board.
19. Secretary, J&K Legislative Assembly.
20. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
21. Additional Secretary to Hon'ble Deputy Chief Minister, J&K.
22. SIO, NIC, J&K.
23. Private Secretary to Chief Secretary, J&K.
24. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
25. Private Secretary to Commissioner/Secretary to the Government, GAD
26. Circular/Stock file/Website, GAD. **"Hindi and Urdu versions shall follow."**

(Rohit Sharma) JKAS

Additional Secretary to the Government

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