Steps to raise a request by employee for data updation.

An employee can raise a request for the data updation. For Data Correction the following steps are to be followed.

Employee End

- Open and login in the portal "hrms.jk.gov.in" using credentials set at the time or Registration.

- On the Left Menu Bar click on Correction Form

- Select the each form from the list display

- Based on the Selected form will displayed on the new window. Remember the Popup should be enabled in the browser

- Make the desired corrections, also upload your latest photograph along-with the scanned copies of promotions, first appointment etc.

- Ensure you have visited each forma and confirm the data for each form.

- After confirming the each form the click on declaration and submit it to the DDO.

DDO End

The DDO can login on the hrms portal using the same credential as used in CPIS and verifies the data after comparing with the service book of the employee