



**Government of Jammu and Kashmir  
General Administration Department  
Civil Secretariat, Jammu.**

**Subject:** Implementation of Jammu and Kashmir Human Resource Management System (JKHRMS)–instructions regarding release of salary in respect of employees, whose initial appointment orders are not available.

**Circular No. 09-JK (GAD) of 2024  
Dated: 20.04.2024**

With a view to streamline the Human Resource Management System across various departments of Jammu and Kashmir, detailed instructions regarding updation of service details on JKHRMS by the employees and their subsequent verification by concerned DDOs were issued in terms of Circular No. 35-JK(GAD) of 2022 dated 12.10.2022 read with Circular No. 40-JK(GAD) of 2022 dated 28.10.2022. Pursuant to these instructions, the DDOs withheld the salary in respect of those employees, who did not register themselves on the JKHRMS system due to non-availability of initial appointment order.

The matter regarding non-disbursement of salaries in respect of those employees in whose case the initial appointment order was not traceable/missing, has been thoroughly examined in the General Administration Department. After consideration of the matter, it is enjoined upon all the Administrative Departments to release the salary of the officials, for the present, in whose cases the first initial appointment orders are not available, after verification of the following by the concerned HoD in every single case: -

1. The Service Book has been properly maintained with attestation of the Competent Attesting Authority and the service has been duly verified.
2. The entry of the first appointment has been made in the service book under the attestation of the Competent Attesting Authority.
3. All the entries regarding transfers, promotions have been duly entered in the service book and are tallied with the promotion orders and transfer orders.
4. Certified copy of initial pay and drawl from pay acquaintance roll.

*Shyue*  
20.04.2024

However, it shall be incumbent upon the concerned HoD to place on record within a period of next 03 months:-

- a. The Select list issued by the J&K Service Selection Board or J&K Public Service Commission which contains the name of the official as having been duly selected.
- b. The copy of the advertisement issued by the concerned recruitment agency against which recruitment process was carried out.
- c. Notification/recommendation of J&K Service Selection Board/J&K Public Service Commission recommending the appointment of the concerned.

Such record shall be duly uploaded by the concerned DDO on HRM portal within a period of 3 months, from the date of issuance of this circular. The Administrative Departments shall submit the consolidated information to the General Administration Department for further course of action.

Issued with the approval of Competent Authority.

**Sd/-**

(Sanjeev Verma) IAS,

**Commissioner/Secretary to the Government.**

No: GAD-SERVOGENL/2/2023-09-GAD

Dated: 20.04.2024

Copy to the:

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 Hon'ble Lieutenant Governor.
6. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Divisional Commissioner, Kashmir/Jammu.
10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Chairperson, J&K Special Tribunal.
12. All Heads of the Department/Managing Directors.
13. All Deputy Commissioners.
14. Secretary, J&K Public Service Commission.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director Information, J&K.
17. Director Estates, Kashmir/Jammu.
18. Secretary, J&K Services Selection Board.

  
20.04.2024

19. General Manager, Government Press, Jammu/Srinagar.
20. Private Secretary to Advisor (B) to the Hon'ble Lieutenant Governor.
21. Private Secretary to Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
23. Incharge website, GAD.
24. Circular /Stock file."Hindi and Urdu version order shall follow".

  
(Akshay Rajan) JIAS,

**Deputy Secretary to the Government.**