

## Options for DDO in HRMS portal

- The DDO can login on the HRMS Portal ([hrms.jk.gov.in](http://hrms.jk.gov.in)) using the credentials of CPIS (i.e user id and password of the CPIS).
- After Login the DDO can view the Status and the list of defaulters who have not Registered on HRMS
  - *Total number of Employees as per JK CPIS*
  - *Number of employees registered on JK HRMS*
  - *Number of employees who had viewed the Forms*
  - *Number of employees who have finally submitted the forms for correction.*
- DDO has to enter his Mobile Number in the DDO Profile. Since this is one time entry and can be edited so DDO must ensure the correct mobile number before updating the Profile.
- Click on Correction Request Link to view the requests raised by the employees for updation of their data.
- The last column of the list contain two buttons
  - Verify
  - View full profile
- The View Full Profile link will generate the employee profile (containing the correction as requested by the employee), which can saved as pdf or printed on the paper verification of the record in offline mode.
- The Verify link will show the following tabs
  - Basic Correction
  - Salary Correction
  - Joining Correction
  - Form 3 Correction
  - Form 4 Correction
  - Form 5 Correction
  - Form 6 Correction
  - Form 7 Correction
  - Final Approve
- DDO must visit each form and verify it if satisfied otherwise reject it.
- The last tab “Final Approve” will be active only if all the forms are verified. In the “Final Approve” tab the first page of service will be displayed if available in the CPIS otherwise the DDO has to upload the first age of the service Book of the employee.
- In case the First page of Service (available in CPIS) is incorrect, the ddo can replace it with the actual Page.
- The rejected request will be returned back to employee for the correction.
- On final approval the OTP will be sent to the DDO’s Mobile number and after verification the data of the employee will be freezed and no modification in the basic details can be done after that by DDO / Employee.