

## **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 of 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 form 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