



सत्यमेव जयते

Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu

Rail Head Complex, Jammu-180004

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No. DSHJ-ESTTONG/49/2022-01/ **15147-78**

Dated: 27.12.2023

Copy of Circular No. 37-JK(GAD) of 2023 dated 26.12.2023 issued by the General Administration Department regarding "Integration of Leave Management System (LMS) within the Jammu and Kashmir Human Resource Management System (JKHRMS)" forwarded to the: -

1. Joint Director (Extension/Farms), Sheep Husbandry Department Jammu.
2. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.
3. District Sheep Husbandry Officer Jammu/Samba/Kathua/Poonch/Rajouri/Reasi/Udhampur/Ramban/Doda/Kishtwar.
4. Assistant Project Officer, Intensive Sheep Development Migratory Project, Jammu/Warwan and Baderwah/Hiranagar.
5. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/Balnoi/DGF Rajbagh.
6. Research Officer, Disease Investigation Laboratory, Kartholi.
7. Principal, Sheep & Wool Workers Training Class, Kartholi.
8. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Ramnagar/Banihal/Padder/Marwah.
9. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.
10. Accounts Officer, Directorate of Sheep Husbandry Jammu.
11. Incharge Website, Directorate of Sheep Husbandry Jammu.

--- for information and strict compliance. DDOs shall update leave account of all the employees in LMS along with mapping of employees with the authorities competent to grant leave. This exercise has to be completed within 15 days from the date of issuance of this circular.

(Dr. Surinder Gupta),
Deputy Director (Central).

27.12.23



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K.

Subject: Integration of Leave Management System (LMS) within the Jammu and Kashmir Human Resource Management System (JKHRMS).

Circular No. 37-JK (GAD) of 2023

Dated: 26.12.2023

The Jammu and Kashmir Human Resource Management System (JKHRMS), accessible at <https://hrms.jk.gov.in>, was introduced in the Union Territory of Jammu and Kashmir with the objective to digitize the service details of the employees as well as provisioning of various employee-related services on a single platform. Detailed instructions regarding updation of service details on JKHRMS by the employees and their subsequent verification by concerned DDOs have already been imparted in terms of Circular No. 35-JK(GAD) of 2022 dated 12.10.2022 and Circular No. 40-JK(GAD) of 2022 dated 28.10.2022.

Sequel to this, **Leave Management System (LMS)** has also been integrated with JKHRMS to facilitate employees to formally submit their leave solicitations before the leave sanctioning authority to ensure time-bound processing of leave requests, maintenance of leave account and accurate record keeping on JKHRMS, besides, augmenting efficiency, transparency and accuracy in processing of leave requests.

In concordance with the rolling out of new module on JKHRMS i.e. **Leave Management System (LMS)**, all the Drawing and Disbursing Officers shall update the leave account of the employees in LMS and map their respective employees with the authorities competent to grant leave, in terms of The Jammu and Kashmir, Civil Services (Leave Rules), 1979 within 15 days, without fail. The workflow for the same is enclosed in "Annexure-A".

The above instructions are brought into the notice of all concerned employees as well as Drawing and Disbursing Officers (DDOs). For any technical assistance, following phone numbers can be contacted:-

0191-2520582
0191-2571800
0191-2571900

Sd/-

(Sanjeev Verma) IAS,

Commissioner/ Secretary to the Government.

No. GAD-SERVOGENL/122/2023-09-GAD

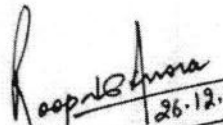
Dated: 26.12.2023

Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).

2. Director General, J&K, Institute of Management, Public Administration and Rural Development.
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor, J&K.
6. Principal Resident Commissioner, J&K, Government, New Delhi.
7. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
8. All Commissioners/Secretaries to the Government.
9. Chief Electoral officer, J&K.
10. Director, Anti Corruption Bureau, J&K.
11. Divisional Commissioner, Kashmir/Jammu.
12. Chairperson, Special Tribunal, J&K.
13. All Heads of Departments/Managing Directors/Secretary Advisory Boards.
14. All Deputy Commissioners.
15. Director Information, J&K.
16. Director, Archives, Archaeology and Museums, J&K.
17. Director, Estate, Kashmir/Jammu.
18. Secretary, JKPSB/BoPEE/SSB.
19. Secretary, J&K Academy of Art, Culture & Languages.
20. Secretary, J&K, Legislative Assembly.
21. General Manager, Government Press, Srinagar/Jammu.
22. Private Secretary to the Chief Secretary.
23. Private Secretary to Advisor (B) to Lieutenant Governor.
24. Private Secretary to Commissioner/Secretary to the Government, GAD.
25. I/c Website, GAD.
26. Circular/Stock file.

"Hindi & Urdu Versions shall follow."


26.12.2023
(Roopali Arora)JKAS,
Under Secretary to the Government.

Leave Management System (LMS)

The Leave Management System is workflow based application for Leave approval and Leave accounting. In the initial stage, following types of leaves have been incorporated in the system :-

- Casual Leave
- Earned Leave
- Restricted Holidays
- Maternity/Paternity Leave

The system will have following Roles:-

Applicant

The Employee who is applying for the leave.

Reporting Officer

The immediate next officer who approves the casual leaves and sanctions/forwards other leaves of the employee to cadre controlling authority.

Controlling Officer

The Officer who sanctions all leaves except casual leave of the employee. This role is applicable for the cadre controlling authority.

Admin Officer/DDO

The Officer who maintain the Leave Account.

[In some cases the Reporting Officer, Controlling Officer and DDO may be the same]

The flow of the application is as under:-

Apply Leave → Leave Approval → Apply Sanction → SB Entry

Task for DDO

1. Mapping the Reporting officer for casual leave for all the employees.
2. Mapping of the controlling Officer for other leaves for each employees.
3. Updation of the leave account in case of Earned/Paternity/Maternity Leave as per the Service Book for each employee.

In case any above mentioned step is missing, the employee will not be able to apply the leave.