




HRMS User Manual

HRMS PMU Jharkhand Team


1. Type the following URL: <http://admis.hp.nic.in/manavsampada/>
2. The following Home Page will appear.

Home Page:

Government of Jharkhand



मानव सम्पदा



Human Resource Management System for Jharkhand Government Employees

Government Employees.

~ Employee Registration ~

Register yourself in HRMS using your GPF/CPS/PRAN Number detail
[Click Here To Register](#) **NEW**

[View Property Return](#)

[Birthday Wishes](#) [Search Transfer/Promotion Orders](#)

[View Transactions](#) [Telephone Directory](#)

[Department wise Data Entry Status](#)

~ Authorised Login ~

User Type Admin User Employee

Login ID

Password

[Forget Password:Change Your Password](#)

[Help for Data Entry](#) [Downloadable Forms-1 to 7](#)

[HelpLine and Complaint](#) [View eService Book](#) **NEW**

[Dashboard - Manpower Planning](#)

View Orders/Documents - uploaded By different departments

[PERSONNEL ADMINISTRATIVE REFORMS AND RAJBHASHA 15/05/2014-->>Downloadble](#)

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Site is designed and developed by NIC State Centre, Himachal Pradesh.

How to Register into the System for the First Time and Generate Username and Password:

STEP 1:

1. Click on to 'Register' button link which is above the Login Credential box.

The screenshot shows a web interface for HRMS. At the top, there is a blue header with the text '~ Employee Registration ~'. Below this header, a red-bordered box contains the text: 'Register yourself in HRMS using your GPF/CPS/PRAN Number detail' followed by a blue underlined link 'Click Here To Register' and the word 'NEW' in green. Below this is another blue header with the text '~ Authorised Login ~'. Underneath, there are two radio buttons for 'User Type': 'Admin User' (unselected) and 'Employee' (selected). There are three input fields: 'Login ID' with a placeholder 'Enter GPF/CPS/PRAN Number', a blank 'Password' field, and a blue 'Login' button. Below the login fields is a blue underlined link 'Forget Password:Change Your Password'. At the bottom, there is a green text block: 'For any assistance please contact:JHARNET IP Phone - 11476 or send E-mail to : hrms.dopar@gmail.com'. A final blue underlined link 'Disclaimer: Content on this website is published and man' is partially visible at the bottom right.

STEP 2:

1. Select GPF/CPS/PRAN Radio Button.
2. Enter the GPF/CPS/PRAN no. as shown.
3. Click on the Search Button.

Government of Jharkhand

मानव सम्पदा

**Human Resource Management System
for Jharkhand Government Employees**

Employee Register Form

[Back To Home](#)

Register Employee

Note: You can Register yourself if you are having a valid GPF/CPS/PRAN Number ,updated mobile number and Department Name. Select & Enter GPF/CPS/PRAN number and click on search button to get your basic detail.If you confirm that your details are correct then click on Confirm Button to create your password .After successfully registration you will get a employee code and a password through SMS on your registered mobile.

GPF CPS PRAN NUMBER

PTS/RBD/92

Search Reset

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STEP 3:

1. Details of the employee as with the treasury will be populated automatically.
2. Rest of the Details like Mobile no., Mode of Recruitment, Employee Type, Aadhaar No. & Parent Department has to be filled in.
3. Click on the 'Confirm your Data' button below after filling.

Employee Register Form

[Back To Home](#)

Register Employee

Note: You can Register yourself if you are having a valid GPF/CPS/PRAN Number ,updated mobile number and Department Name. Select & Enter GPF/CPS/PRAN number and click on search button to get your basic detail.If you confirm that your details are correct then click on Confirm Button to create your password .After successfully registration you will get a employee code and a password through SMS on your registered mobile.

GPF CPS PRAN NUMBER

Employee Detail

(Field with # label are mandatory to complete the form entry)

Employee Name : <input type="text" value="GHURA URAON"/> #	Date of Birth : <input type="text" value="10/08/1967"/> #
Date of Joining : <input type="text" value="24/03/1990"/> #	Mobile Number : <input type="text" value="8987561394"/> #
Mode of Recuritment : <input type="text" value="-SELECT-"/>	Employee Type : <input type="text" value="-SELECT-"/>
Designation : <input type="text" value="Peon"/>	Aadhar No : <input type="text" value="480754251829"/>
Parent Department : <input type="text" value="-Select-"/> #	

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STEP 4:

1. Now choose and type your Password.
2. Confirm the Password.
3. Click on '**Register me**' button.
4. The Password so chosen will be sent to the registered mobile number of the employee.
6. Now one is ready to login with the given credentials.

Register Employee

Note: You can Register yourself if you are having a valid GPF/CPS/PRAN Number ,updated mobile number and Department Name. Select & Enter GPF/CPS/PRAN number and click on search button to get your basic detail.If you confirm that your details are correct then click on Confirm Button to create your password .After successfully registration you will get a employee code and a password through SMS on your registered mobile.

GPF CPS PRAN NUMBER

Employee Detail

(Field with # label are mandatory to complete the form entry)

Employee Name : # Date of Birth : #

Date of Joining : # Mobile Number : #

Mode of Recruitment : Employee Type :

Designation : Aadhar No :

Parent Department : #

Enter Password

Confirm Password

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How to LOGIN into the system with Username i.e. GPF Number and Password: Obtained while registering as shown earlier:

Individual Employee Home Page:



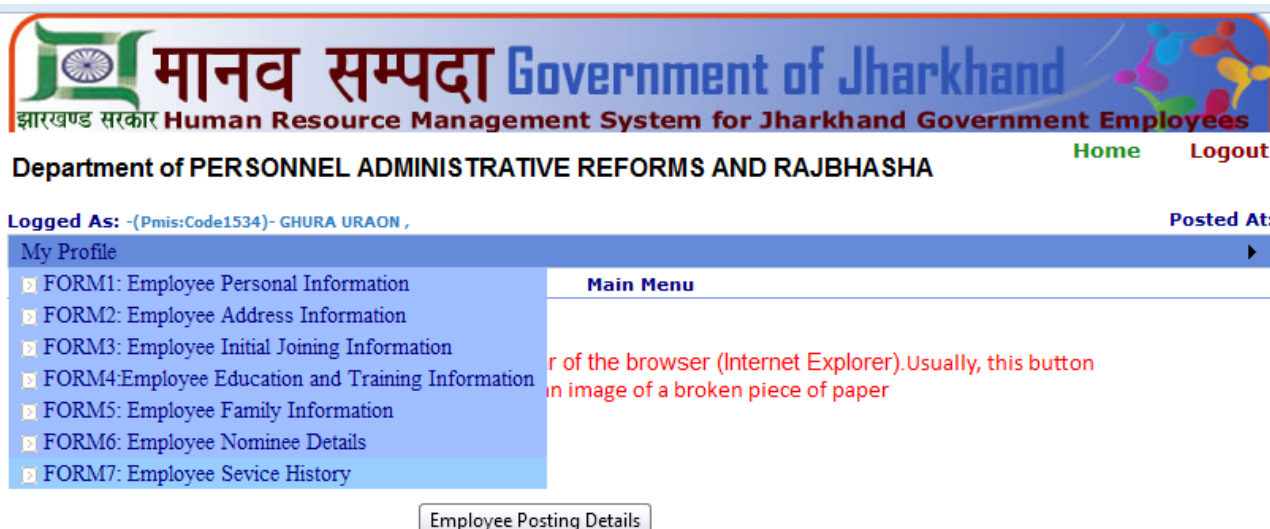
The screenshot shows the header of the website. On the left is the Government of Jharkhand logo. The main header text reads "मानव सम्पदा Government of Jharkhand" in Hindi and English. Below this is "झारखण्ड सरकार Human Resource Management System for Jharkhand Government Employees". The department name "Department of PERSONNEL ADMINISTRATIVE REFORMS AND RAJBHASHA" is displayed. Navigation links for "Home" and "Logout" are present. The user is logged in as "(Pmis:Code1534)- GHURA URAON ,". A "My Profile" link is shown with a right-pointing arrow. A "Main Menu" link is centered below the navigation bar.

Click the Compatibility View button in the Address bar of the browser (Internet Explorer). Usually, this button appears to the left of the Refresh button and contains an image of a broken piece of paper

Steps to fill in the Employee individual Forms:

Step 1:

1. Click on to 'My Profile' Menu Item.
2. Click on to the Form that you choose to fill in.
3. The Forms can be filled in any order.



मानव सम्पदा Government of Jharkhand
झारखण्ड सरकार Human Resource Management System for Jharkhand Government Employees

Department of PERSONNEL ADMINISTRATIVE REFORMS AND RAJBHASHA [Home](#) [Logout](#)

Logged As: -(Pmis:Code1534)- GHURA URAON , [Posted At:](#)

My Profile [▶](#)

- FORM1: Employee Personal Information
- FORM2: Employee Address Information
- FORM3: Employee Initial Joining Information
- FORM4: Employee Education and Training Information
- FORM5: Employee Family Information
- FORM6: Employee Nominee Details
- FORM7: Employee Service History

Main Menu

of the browser (Internet Explorer). Usually, this button
in image of a broken piece of paper

Employee Posting Details

Step 2:

1. On Opening any of the forms, **Section-1(Employee Detail)** will be fetched from the treasury data and hence cannot be Changed/Edited.
2. Start filling the information from **Section-2** Onwards as shown below.

Department of PERSONNEL ADMINISTRATIVE REFORMS AND RAJBHASHA [Home](#) [Logout](#)

Logged As: -(Pmis:Code1534)- GHURA URAON , Posted At:


[My Profile](#) ▶

FORM1:Employee Personnel Information

Employee Personal Information

SECTION - 1 : Employee Detail

Employee Name

Date of Birth  #

SECTION - 2 : Add/Update Personal Detail -- (Field with # label are mandatory to complete the form entry)

Name Of Father Mother Husband #

Gender Male Female Marital Status #

Identification Mark

Category#

Religion

Home State # Home District

LTC Home Town

Nearest Railway Station

Cadre

Name Of Service

Employee Photo

Other related Fields [*]

[Next Form>>](#)

Step 3:

1. After filling the forms, you can click on to the **Update /save** button to **save** the information which is being filled.
2. After **Update/Save** click on to **'Next/Previous Form'** link appearing below to go to the next/previous forms.
3. Repeat the process in next forms to **fill** and **save**.

Religion	<input type="text" value="Hindu"/>	
Home State	<input type="text" value="JHARKHAND"/> #	Home District <input type="text" value="Gumla"/>
LTC Home Town	<input type="text"/>	UID NO. <input type="text" value="480754251829"/>
Nearest Railway Station	<input type="text" value="LOHARDAGA"/>	
Cadre	<input type="text" value="State Cadre"/>	
Name Of Service	<input type="text" value="No Service Cadre"/>	
Employee Photo	<input type="text"/> <input type="button" value="Browse..."/>	

Other related Fields [*]

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Individual Employee Logout:

Once the forms are filled or if you wish to stop at any stage click on to “Logout” or “Home” button on top right corner to log out from Individual employee profile and will be redirected to the Home Page.

The screenshot shows the user interface of the Human Resource Management System for Jharkhand Government Employees. At the top, there is a header banner with the logo of the Government of Jharkhand and the text "मानव सम्पदा Government of Jharkhand" and "झारखण्ड सरकार Human Resource Management System for Jharkhand Government Employees". Below the banner, the department name "Department of PERSONNEL ADMINISTRATIVE REFORMS AND RAJBHASHA" is displayed. On the right side of the banner, there are links for "Home" and "Logout". Below the banner, the user is logged in as "GHURA URAON" with the code "Pmis:Code1534". The page title is "FORM1:Employee Personnel Information". The main section is titled "Employee Personal Information" and is divided into "SECTION - 1 : Employee Detail". The form contains two fields: "Employee Name" with the value "GHURA URAON" and "Date of Birth" with the value "10/08/1967".

मानव सम्पदा Government of Jharkhand
झारखण्ड सरकार Human Resource Management System for Jharkhand Government Employees

Department of PERSONNEL ADMINISTRATIVE REFORMS AND RAJBHASHA [Home](#) [Logout](#)

Logged As: -(Pmis:Code1534)- GHURA URAON , Posted At:

[My Profile](#)

FORM1:Employee Personnel Information

Employee Personal Information

SECTION - 1 : Employee Detail

Employee Name

Date of Birth #