HRMS User Manual

HRMS PMU Jharkhand Team
1. Type the following URL: [http://admis.hp.nic.in/manavsampada/](http://admis.hp.nic.in/manavsampada/)

2. The following Home Page will appear.

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**Home Page:**

Government of Jharkhand

मानव संपदा

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](#)

~~Authorised Login~~

User Type

Admin User ☐ Employee ☑

Login ID

Enter GPF/CPS/PRAN Number:

Password

Login

For any assistance please contact: JHARNET IP Phone - 11476 or send E-mail to: hrms.dopar@gmail.com

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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.

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**STEP 2:**

2. Enter the GPF/CPS/PRAN no. as shown.
3. Click on the Search Button.
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.
**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.
How to LOGIN into the system with Username i.e. GPF Number and Password: Obtained while registering as shown earlier:

Individual Employee Home Page:

Department of PERSONNEL ADMINISTRATIVE REFORMS AND RAJBHASHA

Logged As: [Your Name] - [Your Code] - [Your Location]

My Profile

Main Menu

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

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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.
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.
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.

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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.