



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Kashmir
Main Campus Shalimar Srinagar - 190025

Urgent

Subject: Updating Leave Module of Human Resource Management System-reg

Circular

SKUAST-K has shifted to online Human Resource-Pay Roll Management System and Leave Module of the said system is being made operational w.e.f. 1st January, 2025. The module requires updating of leave accounts of all employees. It is accordingly impressed upon all Controlling Authorities/Drawing & Disbursing Officers of the University to ensure updating of leave accounts of all employees (Teaching/Non-Teaching) borne on their establishments by 15th December, 2024 without any fail and keep the information available for uploading/transferring on live Leave Management System.

For any clarification/assistance in the matter, following numbers may be contacted:

- i. 9018354455
- ii. 6005464652


26/11/24
(Mir Rashid Ahmad)
Deputy Registrar (GAD)
Liaison Officer
(HRM System SKUAST-K)

No.AU/Adm/HRM-761/24/16510-60
Dated 26 - 11 - 2024

Copy to the:

- All Officers of the University
- Officer Incharge ARIS for placing on University website
- All Heads of Divisions/Stations/Faculties/Colleges/Institutes/Schools/Centres/KVKs and other constituent Units of SKUAST-K
- All Deputy/Assistant Comptrollers of SKUAST-K
- Secretary to Vice Chancellor, SKUAST-K, Shalimar