



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

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**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. 1<sup>st</sup> 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 15<sup>th</sup> 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