



About AMS:

The Directorate of IT & SS has implemented The Administrative Management System (AMS): an e-Governance portal and online management system with the objective of digitizing administrative processes. AMS enables administrative work to be conducted online, replacing traditional offline procedures wherever feasible. It automates the University Administration work, reducing manual efforts and enhancing overall efficiency in the process. The University's Administrative Management System (AMS) is an extensive and comprehensive platform designed to maintain and monitor information related to all University employees. It serves as a repository for comprehensive details about every employee, essentially acting as the University's employee inventory.

This system captures a wide range of information, spanning from personal details to professional qualifications. It effectively tracks various types of employee transfers throughout their career. It also records the entry and exit of employees from the University, including the reasons for their departures. The system diligently monitors appraisals and promotions. It also provides for the management of leave and attendance. Furthermore, the system is poised for full integration with Recruitment, Payroll, and other related systems, ensuring a seamless flow of information.

The system's extensive and efficient reporting features offer a comprehensive overview of employee information. Each employee can access their own service details by simply logging into the system, where they can view various services accessible and authorized to them. This comprehensive system is a valuable resource for managing and tracking the University's workforce and other administrative tasks effectively.

The screenshot displays the AMS dashboard interface. On the left is a sidebar menu with categories like Home, Admin, List, Employee, Dashboard, Relation, Set Administrative Position, Home, Set Designation, Employee View, Circulars, eFile, Budget, Attendance, Active_Duty, Leave, BFMS, PMS, Salary, and Salary_Arrears. The main content area features a header for 'Employee Circulars' and a grid of 20 service tiles, each with an icon and a 'More info' link. The tiles include: GUEST HOUSE BOOKING, HUMAN RESOURCE, EFILE, LEAVE, ATTENDANCE, SALARY GENERATION, SCHEDULE AND ESTABLISHMENT, ESTIMATE, SALARY, PROPERTY RETURN FORM, CHILD EDUCATION ALLOWNACE, ADVANCE FESTIVAL FORM, VEHICLE PASS FORM, RECRUITMENT PORTAL, BUDGET & FINANCE MANAGEMENT SYSTEM, DEPARTMENT WEBSITE, DIRECTORATE OF INTERNAL QUALITY ASSURAN..., FILE TRACKING SYSTEM, DEAN RESEARCH ACCOUNTS, INVENTORY MANAGEMENT SYSTEM, MAIN WEBSITE, KU INSTITUTION AFFILIATION APPLICATION, HOSTEL MANAGEMENT SYSTEM, ESTATE SECTION, GENERAL SECTION DOCS, APPOINTMENT DIARY, KU FORMS, and KU SUPPORT APP.



The aim of the Administrative Management System (AMS) is to:

1. Consolidate data of Employee, Departments, Positions, Posts, etc., under a single window for easy access and use.
2. Solve 6 - 9 view problem of different sections
3. Provide single point data entry
4. Provide strong Reporting module

Explore AMS:

AMS can be accessed within the campus through <https://ams.uok.edu.in> and it can be accessed outside the campus through <https://amso.uok.edu.in> (Only leave module can be accessed).

Upon visiting the AMS, one can find the following modules:

- List
- Circulars
- eFile
- Budget
- Attendance
- Active Duty
- Leave
- Salary
- Salary Statement
- Forms
- BFMS
- PMS

Main functionality of some of these modules is as follows:

- **List:** This is a hassle-free option for creation, editing, and management of employee records all at one place. This option is only available to those with administrative rights, hence ensuring confidentiality of sensitive employee data.

Different options available to administrators under List are as follows:

- **Employee:** This option allows creation, editing and viewing of an employee record. Apart from their general Information, an employee's details such as their address, academic detail, relation, service details, leave status, status of employment (dismissed, death, resigned, retired, tenure completed, voluntary retirement), extension if applicable are viewed and updated under Employee option.



General Info | Address | Academic Detail | Relation | Service | Leave | Other | Self Update | Status | Extension | Attachment

SuperAdmin (1) [Back to Employee](#)

[Add New](#) [Save](#)

Employee Code: 1

Name: Dr SuperAdmin

Is User:

Active:

Email ID: superadmin@gmail.com

DOB: 30-12-2000

PAN No.:

Election Card No.:

Gender: Male

Photo:  [Choose File](#) No file chosen

Password:

Permanent: Yes No

Security Template: SuperAdmin | EMP

Mobile No.: 1234567890

Aadhar No.:

Passport No.:

Previous Emp Code:

Marital Status: Unmarried

- **Dashboard:** The Dashboard is a view to an employee's Tray. Employees are able to view and take action on files including Leave, eFile, eBill, Approval, eAdvance.

Dashboard Tray

Tray | [New eFile](#) | [My eFiles](#) | [My Forwards](#)

Official tray for office files

Parked: 1 New: 4 files

Tray: Dealing Assistant Botany | Botany

[View](#)

Personal tray for your own personal files like Promotion, Leave, Salary and other personal files

Parked: 0 New: 0 files

Tray: Assistant Engineer | Construction Division

[View](#)

- **Set Administrative Position:** A quick stop to update administrative positions under Accounts, Academic Section, Accounts Cash etc.
- **Home:** Takes you back to the Home Page of AMS.
- **Set Designation:** A new designation, post or department can be created using this option. This option also allows for updating/editing of any designation, post or department.



- **Circulars:** Employees/ Departments utilize this option to create, edit, dispatch or view circulars. The circulars can also be downloaded in pdf format using the Download option.

Circular View Home > Circular View

Select Department:

Show:

Circular No	Dated	From Department	Title	Content	Downloaded	
5632	01-01-2024	Department of Neonatology	Designation Position		<input checked="" type="checkbox"/>	Download
555	07-12-2023	Human Resources	Designation Position		<input checked="" type="checkbox"/>	Download
566	04-12-	Human Resources	change in timings			

A quick view of the circular details including title, circular number, circular creation date, department the circular is from, whether circular has been downloaded is available under option viz, Circular.

A new circular can be added under Add Circular option. It also allows editing or deletion of a circular.

- **eFile:** This system is an effort to make a paperless and greener office where forwarding files would be easier and safer.

File Create

Tray | My eFile | My Forwards

Select Designation:

File No.:

Title:

Dated:

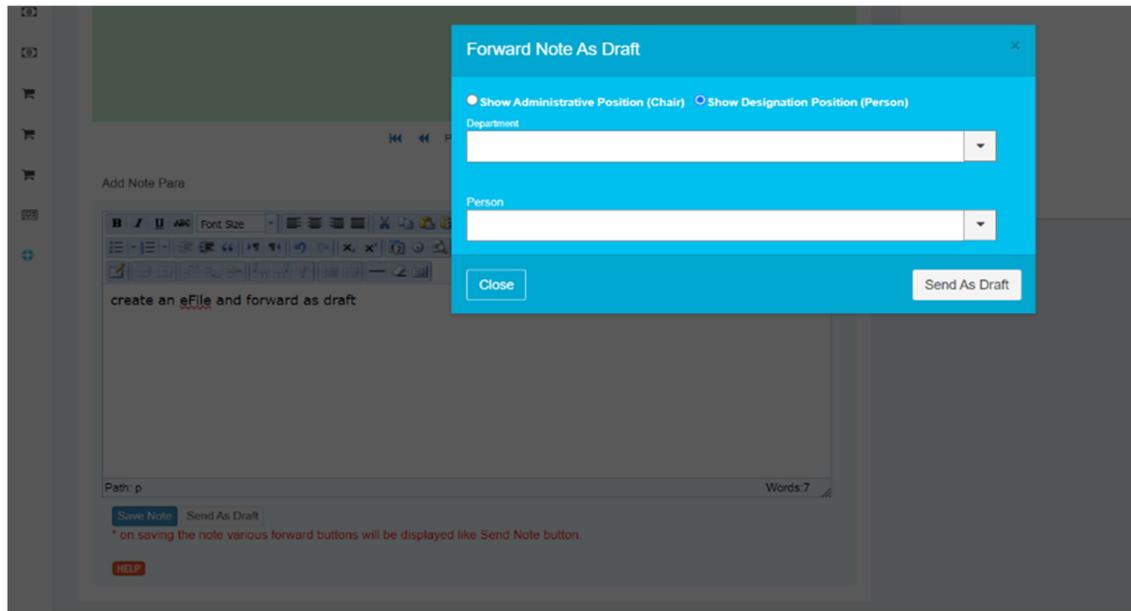
Pertains To Employee
 Yes No

Created By: 1 | SuperAdmin | Dealing Assistant Botany | Botany

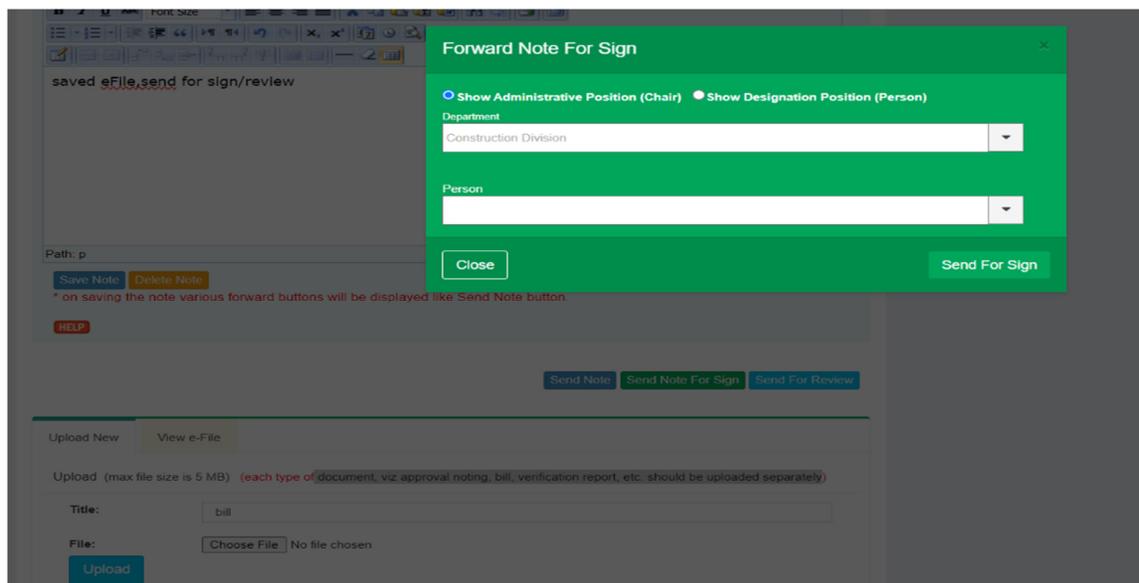
[Create eFile](#)

The list of options available under efile are as follows:

- eFile New: Using this option, one can create a new eFile, choose title for same, the eFile can then either be saved as a note or forwarded as a draft. The saved eFile can be forwarded for review or signing to the concerned authority. For ease of a user, a drop-down option has been provided to choose from various Departments and Employees under the department chosen.



In case there is a need for attaching a document, viz approval noting, bill, verification report, etc. it can be done using the “choose file” button provided.





- eFile My List: View a detailed list of your created/forwarded eFiles from here. Check the status of your eFiles or revoke the eFiles created by you from this option.
- eFile Track: Employees can easily track their eFiles from here. They can check the status of the eFile as well as view the eFile. To lookup a file to track simply search with the File No./Title of the file or click on the Find button to view all your eFiles. To view the contents of their eFile, user can simply click on the View button.

Files Track Home > Track Files

Tray | New eFile | My eFiles | My Forwards

File No. / Title: Find

Document No	Title	Date	Type	DocumentStatus	
AL-218-17	Leave_Departure	08-04-2023	Approval	Approved	View
AL-118-1	Leave_Joining	04-01-2023	Approval	Forwarded	View
LV-261-15	Commuted	14-09-2023	Leave	Recalled	View
AL-179-9	Leave_Departure	06-02-2023	Approval	Approved	View

- eFile Forwarded List: Users can quickly lookup their forwarded eFiles and eBills under this option. Upon selecting this option users will be provided with a detailed list of their forwarded eFiles/eBills along with a button to track the same.



Files Forwarded By Me Home > My Forwarded Files

Tray | New eFile | My eFiles |

Select Designation:

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Type	Document No	Info	Title	Date	Status	Forward For	Forward Date	From User	To User		
eBill	151	1 SuperAdmin Dealing Assistant Botany Botany	purchase of laptops	27-06-2023	Forwarded	Forward	27-06-2023 15:45:23	17 Saleem khan H.O.D Botany Botany	4 Sameer Assistant Registrar Accounts Section Accounts Section		Track
eBill	150	1 SuperAdmin Dealing Assistant Botany Botany	vxdffgadf	01-06-2023	Forwarded	Forward	27-06-2023 15:04:37	17 Saleem khan H.O.D Botany Botany	183 Saleem illahi Dealing Assistant 1 Accounts IV Accounts IV		Track

- **Budget:** The budget section available to the Budget and Creation section has a lot of sub profiles under its domain ranging from posts, schedule to schedule details, provided by the university within a particular financial year. The sub sections are categorized as here under:

- **Posts:** Allows for creation, editing and viewing of non-plan posts. Details of each post including post-code, employee code, pay range, pay level, post status etc. are available.

Posts View - Modify Details

Select Department: Select PostName:

Search By PostName. ...

PostCode	Emp Code	PostName	PayRange	PayLevel	Category	PostStatus	IsSubstantive	Active	IsVacant	Remarks	Edit	Delete
Post-NT-1	1173	Section Officer - Transit Section	35400-112400	6	Non-Teaching	Filled	True	True	False			
Post-TW-1	761	Assistant Professor - Urdu	144200-218200	14	Teaching	Filled	True	True	False			
Post-NT-2	5250	Cook - Provost	14800-47100	1	Non-Teaching	Filled	True	True	False			
Post-NT-3	5491	Junior Coordinator - Dean Students Welfare	25500-81100	4	Non-Teaching	Filled	True	True	False			
Post-TW-2	4875	Associate Professor - POLITICAL SCIENCE	144200-218200	14	Teaching	Filled	True	True	False			
Post-TW-3		Assistant Registrar - Kargil Campus	52700-166700	9	Teaching	Not Filled	True	True	True			

- **Schedule:** Schedule for a financial year is added from this submodule. The schedule details such as schedule name, description, status are available for viewing and are sorted by financial year. Schedule can also be searched for by using the search bar provided.



- **Schedule of Establishment:** This option allows creation, viewing and modification of the details of an employee as per his/her schedule. Using the dropdowns provided, one can choose from different financial years, categories, and departments to view the schedule details as per their liking and need. The Add New button redirects to a detailed form which allows adding details of an employee under a schedule for his/her Orespective department.
- **Attendance:** Employees can use this module to access their attendance records, including details such as leaves applied, hours worked, total attendance summary. This module incorporates the following sub-modules:
 - **Attendance:** All employees can view their detailed attendance for a duration by choosing a date range from this option. The color-coded facility provided enables enhanced visualization. Employees will find their login and logout timings, number of hours worked, approved or rejected leaves for each day sorted by date. The download option allows an employee to download their attendance in pdf form for the time range selected by him/her.

Attendance -View

Start Date: 20-06-2023 End Date: 30-06-2023 Search

Total Attendance Summary

No Entry / Exit: 0 / 0 Late Entry / Early Exit: 0 / 1
Early Entry / Late Exit: 0 / 3 On Time Entry / Exit: 7 / 3
Days Not Attended: 0 Days on Leave: 0
Total Hours: 50.8

Download

Attendance of 20-06-2023 To 30-06-2023

Date	Day of Week	In	Out	Type of Holiday	Remarks	Leave	No of Hours
20-06-2023	Tuesday	09:30:01	17:17:05				7 h : 47 m
21-06-2023	Wednesday	09:26:53	17:07:13				7 h : 40 m
22-06-2023	Thursday	09:22:20	17:04:23				7 h : 42 m
23-06-2023	Friday	09:25:45	17:14:27				7 h : 48 m
24-06-2023	Saturday	No Entry	No Exit	Weekly Off			0
25-06-2023	Sunday	No Entry	No Exit	Weekly Off			0
26-06-2023	Monday	09:30:23	17:11:23				7 h : 41 m

- **Attendance by Department Name and Date:** The head and section officer of a department, school or directorate can view the attendance of their employees using this option.
- **Holidays:** Employees can view the list of holidays for a year.



Holidays

2024

Include Weekly Offs

Employee	Type of Holiday	Remarks
17-01-2024 (Wednesday)	Gazetted Holiday	Guru Gobind Singh Jis Birthday
26-01-2024 (Friday)	Gazetted Holiday	Republic Day
07-02-2024 (Wednesday)	Gazetted Holiday	Shab-I-Miraj
08-02-2024 (Thursday)	Gazetted Holiday	Shab-I-Miraj
09-02-2024 (Friday)	Gazetted Holiday	Friday following Shab-I-Miraj
08-03-2024 (Friday)	Gazetted Holiday	Mahashivratri
21-03-2024 (Thursday)	Gazetted Holiday	Nauroz
05-04-2024 (Friday)	Gazetted Holiday	Jumat-ul-Vida
07-04-2024 (Sunday)	Gazetted Holiday	Shab-I-Qadr
09-04-2024 (Tuesday)	Gazetted Holiday	Navratri
11-04-2024 (Thursday)	Gazetted Holiday	Eid-ul-Fitr

- **Active Duty:** Active duty is an important feature of the AMS. It is used by the Head for release of the salary. Active duty can be set for contractual, permanent, and supplementary. This module of the AMS has been live since 2019 and includes the following sub-modules:
 - **Active Duty:** Admin uses this option to manage Active Duty for three different types of employees in a department i.e., Normal, Supplementary, Contractual. The Admin sets start and end date for the active duty from this option.

ActiveDuty Manage

Add New ActiveDuty

Back

Type	Normal
Dated	02-2024
StartDate	01-09-2023
EndDate	01-10-2023
Status	Open
Remarks	
FilePath	<input type="button" value="Choose File"/> No file chosen

- **Active Duty Employee:** The Section Officer uses this option to generate an employee's active duty, which is then forwarded to the head of the respective department for



action. Section officer can choose from 3 different Duty Status i.e., 'On_Active_Duty', 'Active_Duty_Withheld', and 'On_Leave'. He/She can also add remarks before forwarding it to the respective head.

Active Duty Employee Manage Home > Active

After entering / updating an information in a line, click corresponding Save button below

Department: Director Directorate of IT & SS

Active Duty: January 2023 | Normal | Normal | Open

Start Date: 01-01-2023 End Date: 31-01-2023 Print

Emp Code	Employee	Duty Status	Remarks	Attendance Days (Work Days: 23)	Casual Leave Days	
15	15 Mukhtar Ahmad Helper Directorate Of IT&SS	NA		15	0	Save Row
28	28 Jeelani Assistant Registrar Directorate Of IT&SS	NA		0	0	Save Row
36	36 Malik Undloos Assistant Professor Directorate Of IT&SS	NA		0	0	Save Row

- **Leave:** Employees utilize this module to apply for leave. It allows for leave requests to be forwarded for approval, and in case of errors in the leave dates, the leave application can be revoked or recalled. An employee can apply for different types of leaves, causal, paid, on duty etc., under this module. This module has 2 sub-modules:
 - **Apply Leave:** From this module, an employee can choose Leave type, From date, To date, Leave place, Leave Address and leave purpose. One can also attach documents with their leave. The leave can then be forwarded for approval to the concerned head.



View Leave Rules [Attachment](#) [Print](#) [Add New](#) [Save](#) [Save & Forward](#) [Back](#)

Leave Type: Leave No:

From Date: To Date:

1 Day(s)

Leave Place: Leave Address:

If you need station permission then you should select Leave Place as "Other" and mention the Leave Address otherwise keep HomeTown as Leave Place.

Leave Purpose:

Service Leave Summary

Type	Taken	Type	Taken	Type	Taken	Type	Taken
Casual Full Day	0	Earned	1	Leave Not Due	0	Sabbatical	0
Casual First Half Day	0	Half Pay	0	Maternity	0	Child_Care	0
Casual Second Half Day	0	Commuted	0	Duty	0	Paternity	0
Special Casual	0	Extra Ordinary	0	Study	0	Adoption	0

- Approve Leave: From this option, the concerned head can take actions on the leaves forwarded to him. The leaves are available in his/her tray.
- Also, the employee can perform the following functions:
 - Add an attachment, save a leave without forwarding and save and forward a leave. Besides, the employee can also state the purpose of the leave, select the leave type and ask for station permission, if required.
 - View the no. of casual, casual first-half, casual second half, earned, duty leaves etc. availed by him/her. The tray also reflects the status of the leave i.e. approved/unapproved to the employee.

Leave Apply Home > Apply for Leave

Service1 [Apply Leave](#)

RQ: Requested Date | AP: Approved Date | AV: Availed Date

Leave No	From Date	To Date	Type	Purpose	Status	Status Remarks	Status By	Document At	Attachment	Print	Edit	Recall	Delete
LV-1-24	06-02-2024	06-02-2024	Casual	Casual leave	Not_Submitted								
LV-1-23	16-01-2024	16-01-2024	Casual	ddadad	Forwarded			17 Saleem khan H.O.D Botany Botany					



- **BFMS:** The BFMS allows the users to manage budget and advance payments, if any, for every department and the university for the specified financial year. The sub-sections and their functionalities and are as under:

➤ **Financial Year:** Allows the employee to propose budget for new financial/budget year.

BudgetHeadYear Manage

[Add New BudgetHeadYear](#)

Name	Displayname	Year	
Financial Year 2024-25	Financial Year 2024-25	2024	Edit Delete
Financial Year	2022-2023	2023	Edit Delete

➤ **Master Budget Heads:** Reflects details like amount proposed, amount released, account no. and the approval status of Budget Heads of different departments under various schemes. Also allows to add details of new Master Budget Heads.

Department Head can endorse the added Master Budget Head by logging into his/her account and click on View details against the Budget head in the BFMS Screen (Master Budget Head).

Budget Heads Manage

[Add New MasterBudgetHeads](#)

Budget Head Details:

Budget_Head	Department	Amount Proposed	Amount Released	Account Number	Year	Scheme	Submission Status	Approval Status
Local_Fund	Botany	100000	100000	32323rrrr	Financial Year 2024-25	Local_Fund	Not-Submitted	Approved by Competent Authority
Revenue	Botany	400000	0	123456	Financial Year 2024-25	Revenue	Not-Submitted	Approved by Competent Authority



A separate Budget Head is assigned under a different scheme. The various schemes include Local fund, Revenue and Self-Finance.

- **Budget Head Release:** Reflects details of the total budget approved and released for the revenue, local-fund and self-finance schemes for various departments of the university. For the specified financial year.

Master BudgetHead Release Manage

Total Released Revenue: 0 Total Released Local_Fund: 0 Total Released Self_Finance: 0

Year:

Select Department: Dealing Assistant: No Dealing Assistant has been assigned

- **Add e-bill:** This is the expenditure section, where a new e-bill can be generated. Here, the amount allotted to Sub-Head along with the outstanding amount is also reflected. Note that every e-bill has a unique Transaction ID associated with it.

Expenditure Manage

Select Administrative Position: BudgetHeads: Sub Head:

Advance Outstanding Amount: Amount Alloted to Sub Head: Amount Available: Account Number:

Justification: Remarks by Budget Section:



- **PMS:** Project Management System handles bills, costs and procedures related to projects through the online processing of the AMS. Currently it manages the projects of RUSA and in future will incorporate the projects of dean research and other bodies as well.
- The PMS includes following sub-modules:
 - Projects: The details of the projects of specific departments are provided under this sub-module

Select Project Type you want to View

RUSA 2.0 Grant

PI Name	Project Name	Scheme	Amount Approved	Account Number	Approval Status
1 SuperAdmin Construction Division	TEst	Project - RUSA 2.0 Grant	100000	jtkgj7868	Approved by Competent Authority
1 SuperAdmin Construction Division	test2	Project - RUSA 2.0 Grant	50000	test2	Approval awaited by Competent Authority
1 SuperAdmin Construction Division	Chemistry Equipment	Project - RUSA 2.0 Grant	1000000000	098873878237827387	Approval awaited by Competent Authority

- Add ebill: The bills related to the project (recurring/ non-recurring) can be added under this option



Add New Bill

Select one of the options below to add a bill:

Supplier Bills(e.g., GeM, E_Tendring etc.) Non-Supplier Bills(e.g., Salary etc.)

Add New Bill:

Mode Of Procurement

Supply Order No Invoice No Supplier's GST No

Supply Order Dated Supply Order Enclosed Stock Entry Bill ApprovedBy HOD

Approval Of Competent Authority Recommendation from HOD Relevant Documents Enclosed

Verification Certificate Of Bills Amount Not Claimed Before Any Penalty On Supplier

Tax Clearance Enclosed Technical Verification Remarks

- **Salary:** This AMS module was started in 2019 and can be accessed through the following link: <http://ams.uok.edu.in/Salary/salary.aspx>

It deals with the salary release of employees that fall under the following categories:

1. Permanent Employees:
 - a. Self-Finance.
 - b. Non-Plan Employees.
2. Proctorial Employees
3. Contractual Employees.



Select Salary Type

Contractual Salary Proctoral Salary Permanent Salary

The salary of the employees from all services along with all the corresponding parameters including bills, policies, increment, etc., is dealt under the broader domain of salary head. The four modules related to salary section of the AMS establish a transparent and eco-friendly paperless system for generating and distributing all salary-related information to employees. These modules are:

- Salary Generation: This is further divided into sub-sections like:
 - a. Salary Increment: Allows the head to increase the salary of the employee by simply entering the employee code.

Increments

Increment Employee/Group

Employee Code:

Increment

Update All (January)

Update All (July)

Close

- b. Salary Parameter Change: Allows the head to add variable salary parameters like HRA, Dearness Allowance (DA) and the Travel Allowance (TA), apart from the fixed salary of the employee.
- Salary Statement: This sub-section reflects the salary details for six months of the employee. The employee can also download and print the excel sheet of the salary statement.



Search Salary

Period From

Period To

Download (Excel Sheet)

Month

Year

Month

Year

January

2024

January

2024

The personal details like the name of the employee, the designation, email, PAN Card details, the scheme, the grade range and the pay-level matrix under which the employee falls along with necessary bank details like bank account number and the IFSC code are reflected.

Personal Details

Print

Name
Designation: Designation
Budget Head: BudgetHead
PAN Card: PANCard
Email: Email

Scheme: Scheme
Grade Range: GradeRange
Pay Level: PayLevel
Bank Account Number: Account Number
Sol ID: SolID
IFSC Code: IFSC Code

Salary details of six months from August 2023 to January 2024

Print

- **Taxation:** Here the employee can download Form 16 to complete the tax assessment. Additionally, it includes a feature for automatically sending SMS notifications upon salary release.
- **GPF Statement:** Directorate of IT&SS launched the GPF statement with the objective of employees to be able to access their GP fund statements at the click of a button without having to for same manually. The GPF statement provides an employee with details such as Name, Designation, Budget Head, GP Fund Balance, Scheme, Grade Range, Pay Level, Bank Account Number, Sol ID, IFSC Code, GPF Account Number. GPF statement option has been live under AMS since July 2024.



GPF Statement [Edit](#) [Home](#) > [GPF Statement](#)

Employee

Employee Code

[Search GPF Details](#)

Enter the Employee Code and click Search GPF Details button

≡ GP Fund Statement [Print](#)

Name

Designation: Designation

Budget Head: Budget-Head

PAN Card: PANCard

Email: Email

GP Fund Balance: 0

Scheme: Scheme

Grade Range: GradeRange

Pay Level: PayLevel

Bank Account Number: Account Number

Sol ID: SolID

IFSC Code: IFSC Code

GPF Account Number: GPF Account Number

- **Forms:** This section of the AMS provides the necessary forms required by the employee on a basis. Following forms can be filled and submitted by the employee:

- **Vehicle Pass Form:** An employee can request for a vehicle pass by filling necessary details of his/her vehicle like vehicle type, vehicle no., driving license no. and can check the status of his/her form.

Vehicle Pass Form [Manage](#) [Home](#) > [Vehicle Pass Form](#)

[Request New Vehicle Pass](#)

Form No	Vehicle Type	Vehicle No	Driving License No	Make Type	Status	Status Remarks	
41	Two_Wheeler	1111	11111	11111	Approved 24-07-2023		View

- **Employee Election Details:** All employee election details are collected through this form. The fields of the form include parentage, whether included in the JK electoral board, EPIC no., address and assembly constituency no. and name.



Employee Details

Father's Name	Mohd Arif Khan			
Enrolled In JK Electoral Roll	Yes			
If Enrolled then AC No. & Name where enrolled	1111			
EPIC No.	3			
Present Address	Address	Hazratbal	District	Srinagar
	City	Srinagar	State	J & K
	Country	India	Pincode	190001
Posted As BLO	Yes			
Home Assembly Constituency (No. & Name)	222			
Posting Assembly Constituency (No. & Name)	tttt			
Residence Assembly Constituency (No. & Name)	uuuuu			
Update				

- Property Return Statement (PRS): This form displays the statement showing the details of property both movable and immovable owned by a public servant. Also displays the status of submission of property return.



Property Return Apply Manage Home

No active notification remains unapplied by you

Form No	Description	Notification Start Date	Submission Start Date	Notification End Date	Is Active	Is Submitted	
129	NotificationNo11 Title	01/02/2024	01/02/2024	29/02/2024	True	False	Edit Preview Form
127	1122 mmmmm	27/12/2023	05/01/2024	12/01/2024	False	False	Download Form
124	1 of 2022 Notification for submission of PRS Forms	06/07/2022	07/07/2022	31/07/2022	False	False	Download Form
120	1 of Feb 2023 Property Returns 2023	01/02/2023	01/02/2023	31/03/2023	False	False	Download Form

- **GP Fund Release:** Directorate of IT&SS launched the GPF release option within AMS under “Forms” with the objective of employees being able to apply for the withdrawal of GP funds online at the click of a button without having to for same manually. Employees can also attach any supporting documents (as pdf) with ease.

Approval Manage Home Approval

[Apply New](#) [Back](#)

Approval Form [Attachments](#)

Approval No

Type

Purpose

Previous Advance Date (If Any)

Pending Amount

Previous Advance Liquidation Date (If Any)

Amount

(Available Amount: 0)

Number of Installments

[Save](#) [Back](#)