

Jharkhand Integrated Financial Management System (JIFMS)

EMPLOYEE PROFILE UPDATION

User Manual (Employee/Bill Incharge/DDO)

Version 1.0

© Project Management Unit, Department of Finance, Government of Jharkhand.
Technical Support: NIC Jharkhand State Unit

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1. INTRODUCTION

The Employee Portal provides a secure and streamlined mechanism for employees to maintain accurate and up-to-date service records through Aadhaar-based identity verification and a structured profile updation workflow. Employees are required to complete Aadhaar e-KYC to authenticate their identity and ensure the integrity of their personal and service information. After successful verification, employees can submit requests for updating their basic profile, posting details, salary information, or other eligible records by providing the necessary information and supporting documents. Each request is electronically tracked, ensuring transparency, accountability, and timely processing throughout the approval cycle.

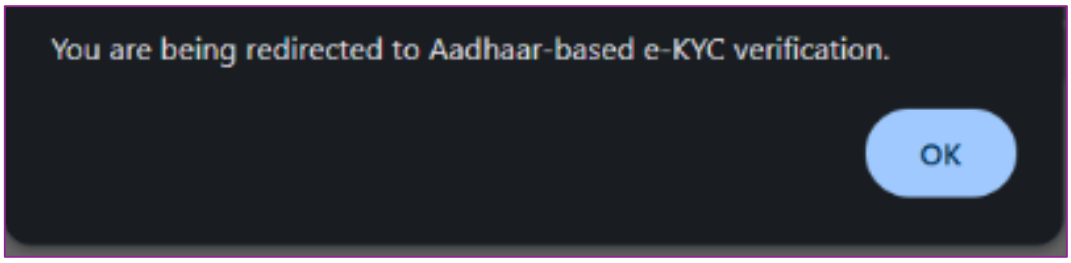
The profile updation requests follow a multi-level approval process to ensure the accuracy and authenticity of the submitted information. Initially, the Bill Incharge verifies the request and supporting documents, after which the request is either forwarded to the Drawing and Disbursing Officer (DDO) or returned to the employee with appropriate remarks in case of discrepancies. The DDO performs the final departmental verification and, depending on the nature of the request, either approves the changes, forwards basic profile updates to the Directorate of Pension & Accounts for further processing, or rejects the request with recorded reasons. This systematic workflow helps maintain reliable employee records, strengthens data governance, and ensures that all profile modifications comply with the prescribed administrative procedures and approval hierarchy.

2. EMPLOYEE AADHAAR KYC ON KUBER EMPLOYEE PORTAL

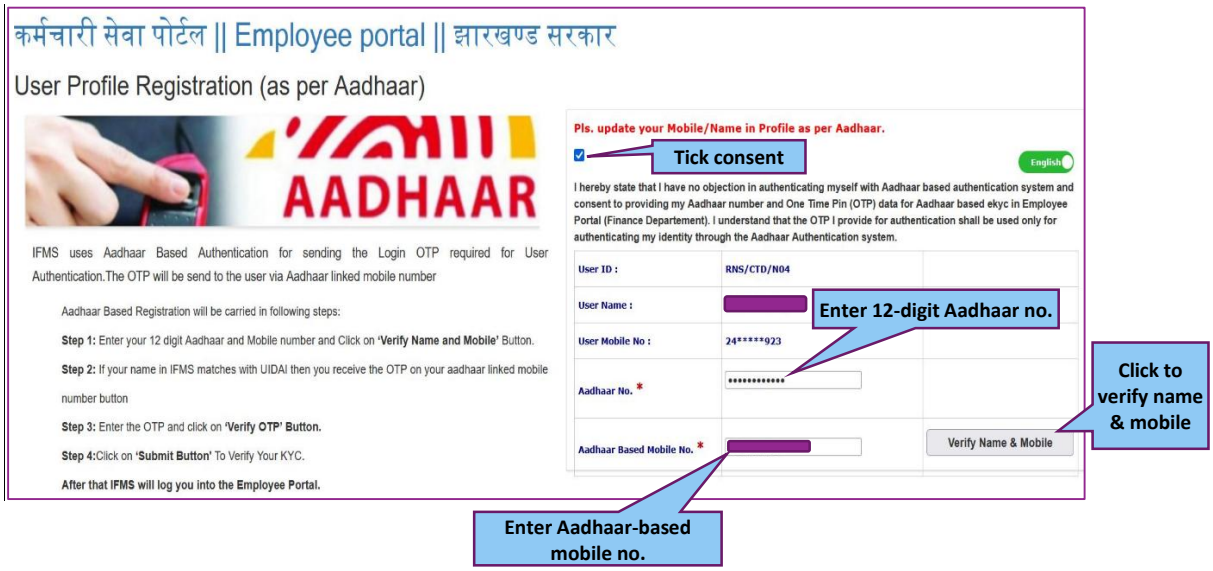
i. Login to Kuber Employee Portal using valid User ID and password.



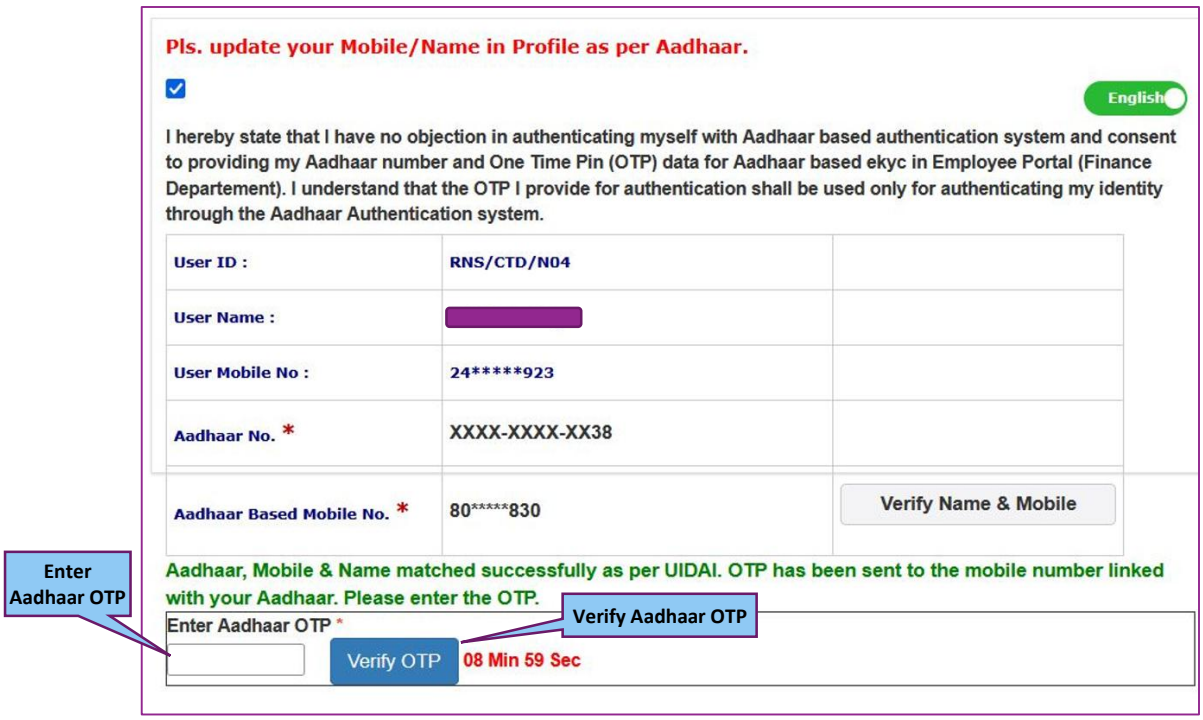
ii. User will be prompted for redirection to Aadhaar KYC page. Click **OK** to continue.



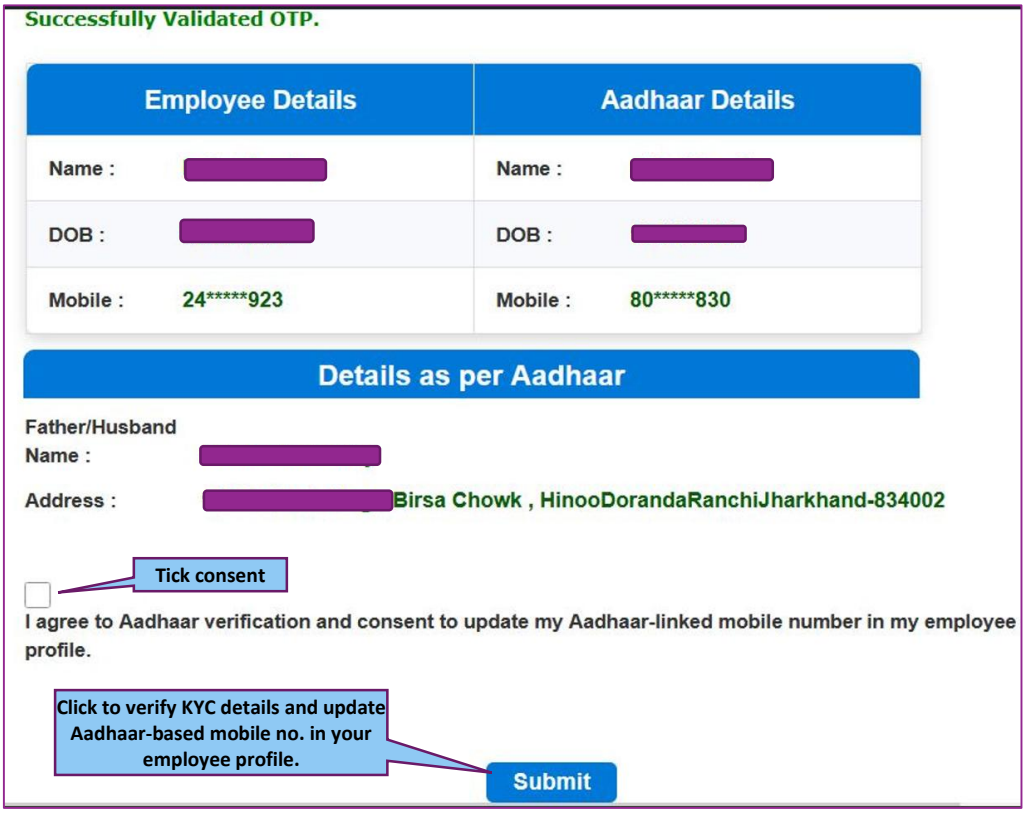
iii. Enter **12-digit Aadhaar number**, **Aadhaar-based mobile number**, tick the **consent checkbox** and click on **Verify Name & Mobile**.



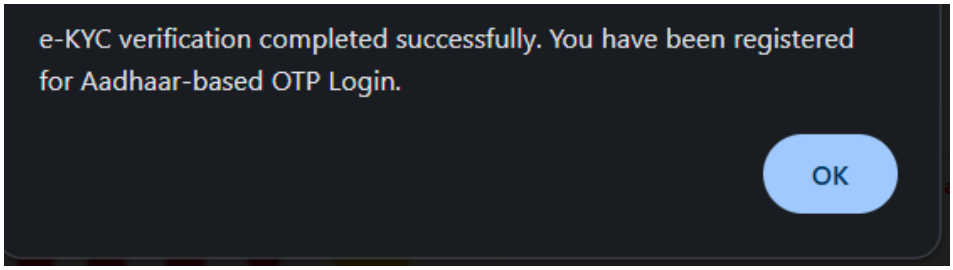
iv. If Aadhaar name, mobile number and Aadhaar number **details match** with **UIDAI** then relevant success message will be displayed and an OTP will be send on Aadhaar linked mobile number. Enter OTP and click on **Verify OTP** to proceed.



v. On **successful verification of OTP**, Employee details and Aadhaar details will be displayed. Verify details and **agree to consent statement to update the Aadhaar linked mobile number in employee profile.** Then click **Submit**.



vi. Aadhaar e-KYC verification will be completed successfully.



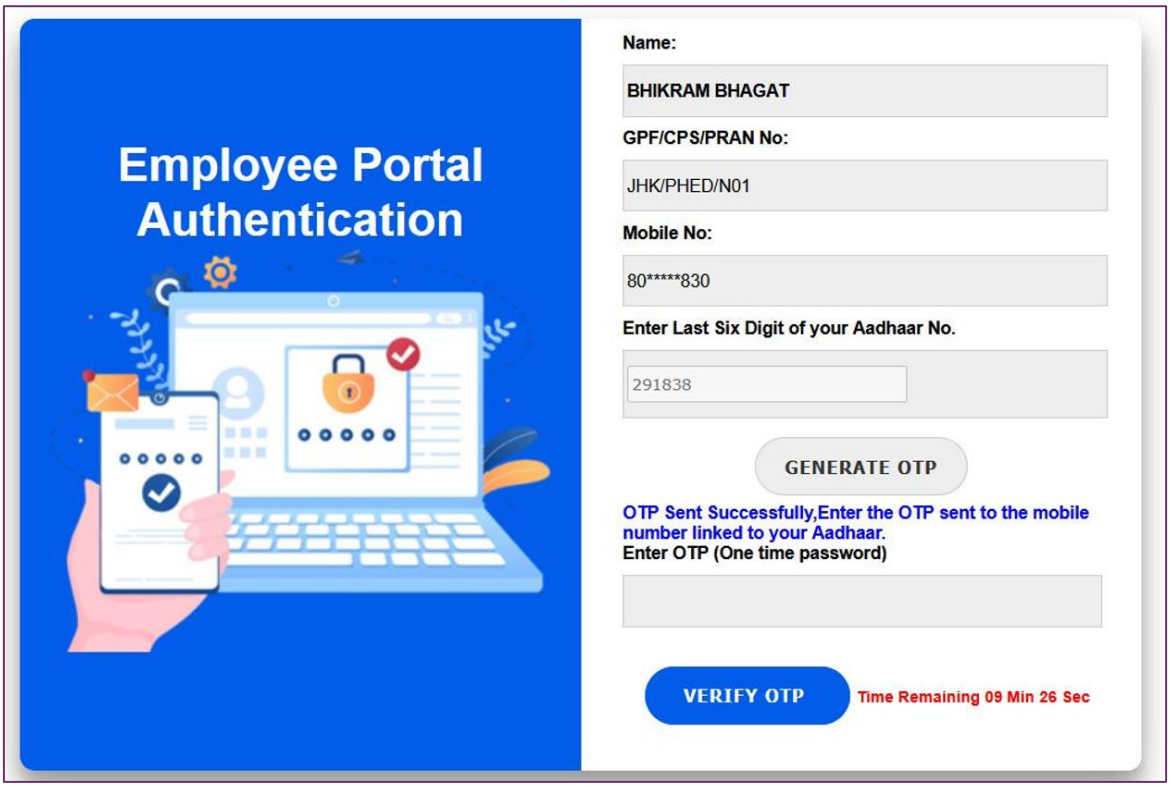
3. GENERATE EMPLOYEE PROFILE UPDATION REQUEST

3.1 Login to Employee Portal

i. After the successful completion of Aadhaar KYC of employee, login to Employee Portal using valid user credentials.

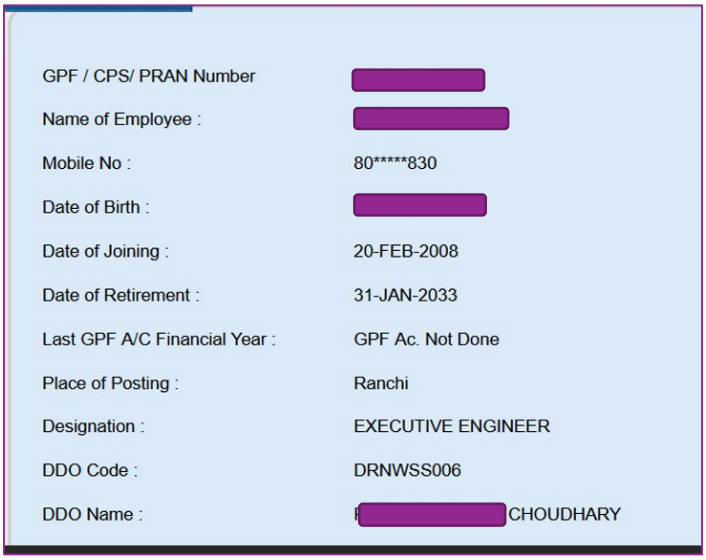


ii. Enter last six digits of registered Aadhaar number and click on Generate OTP button. Enter the OTP received on registered mobile number and Verify OTP to login.



3.2 Generate Basic Profile Update Request

i. Default employee related information will be displayed on successful login.



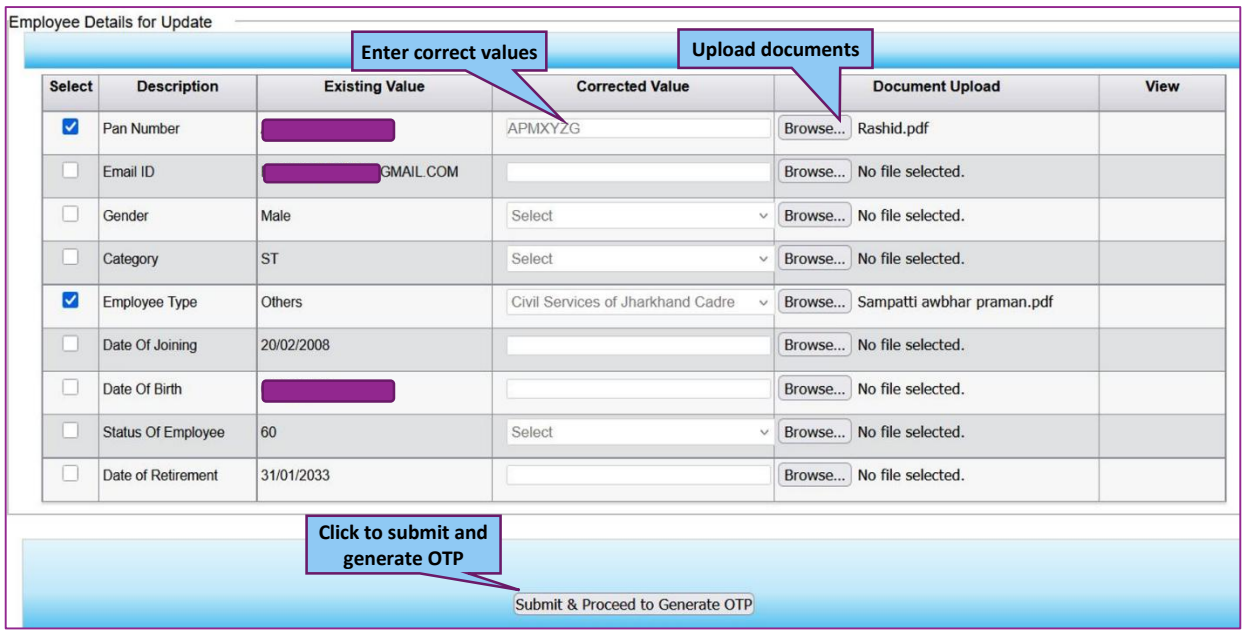
ii. Click on **Profile > Request to Update Basic Profile**.



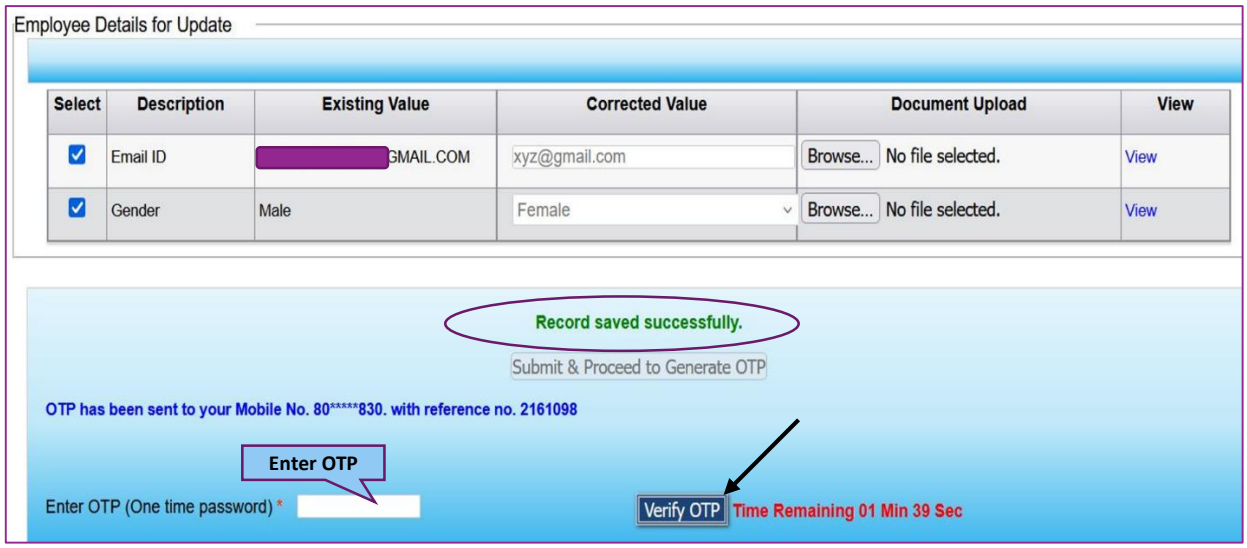
iii. Existing details of employee's basic profile will be displayed.



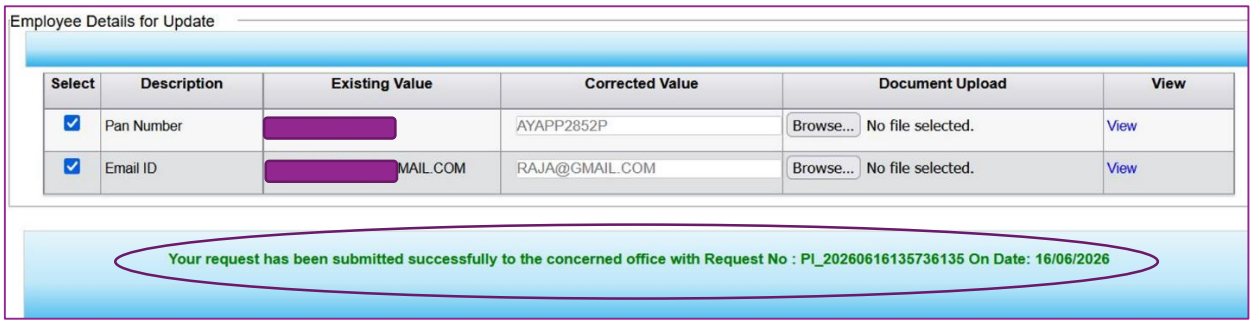
iv. In the **Employee details for Update** section select the field for updation and enter the corrected value. Then upload supportive **documents (PDF, Max. size 1 MB)** and click **Submit & Proceed to Generate OTP** button.



v. Request record will be saved. Enter the OTP received on registered mobile number of the concerned employee and click **Verify OTP**.



vi. Personal Profile update request will be submitted to concerned DDO office.

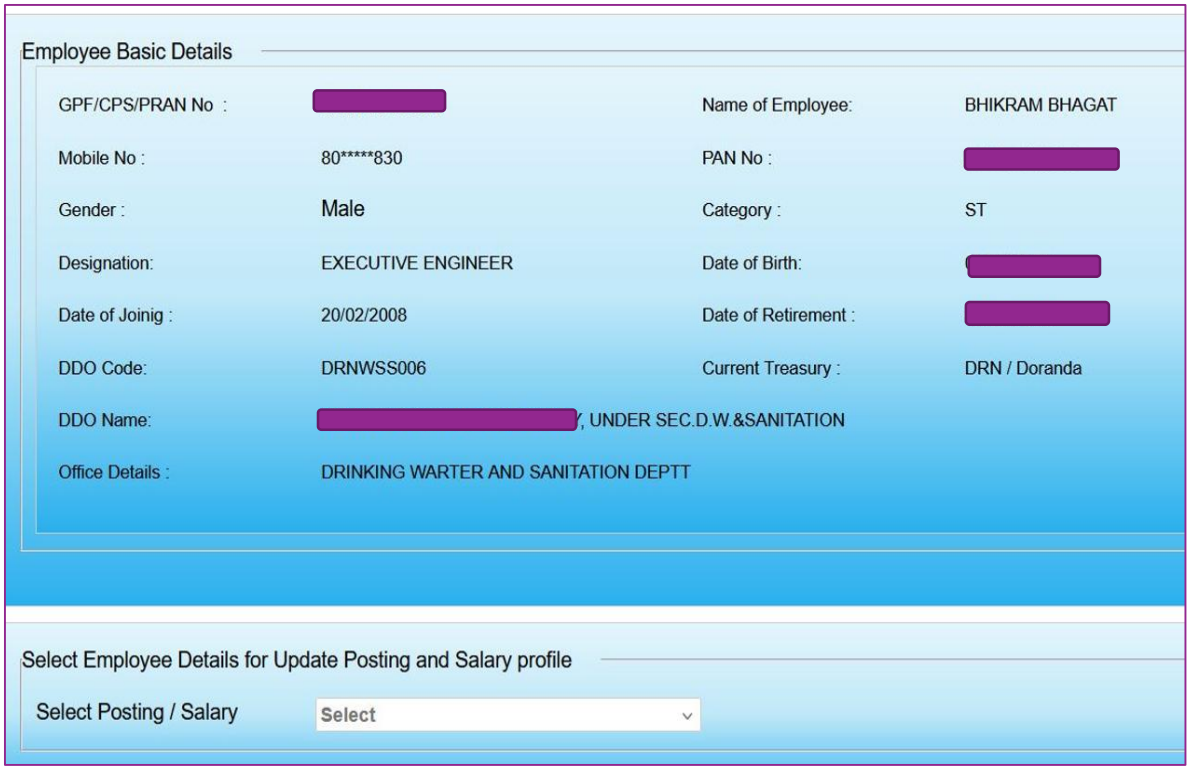


3.3 Generate Posting & Salary Profile Update Request

i. Click on **Profile > Request to Update Job Profile**.

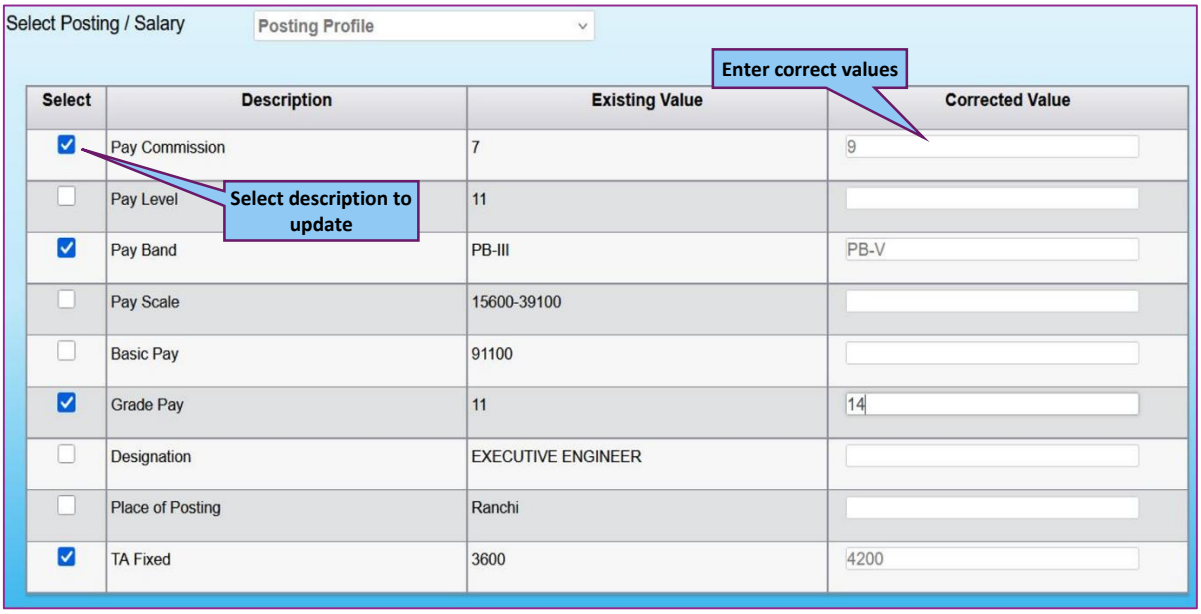


ii. Posting details of employee will be displayed.

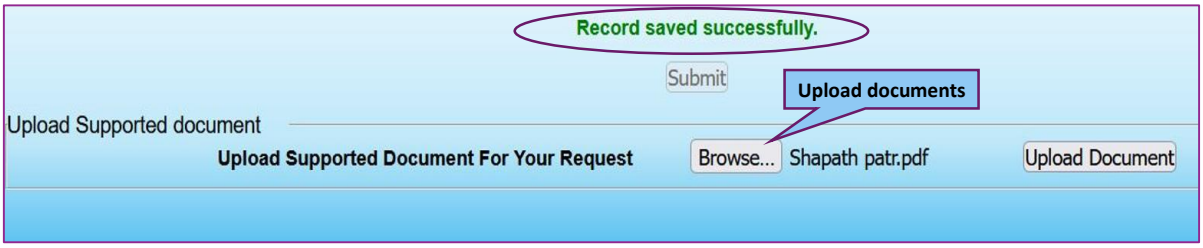


iii. Update Posting Profile

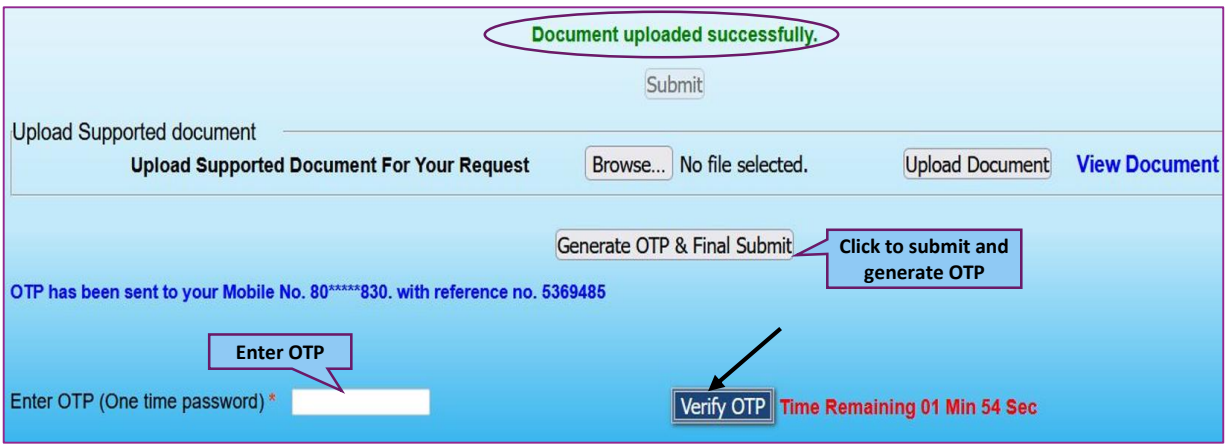
For updating Posting Profile details select **Posting Profile** option. Select the profile fields to be updated and enter the Correct values.



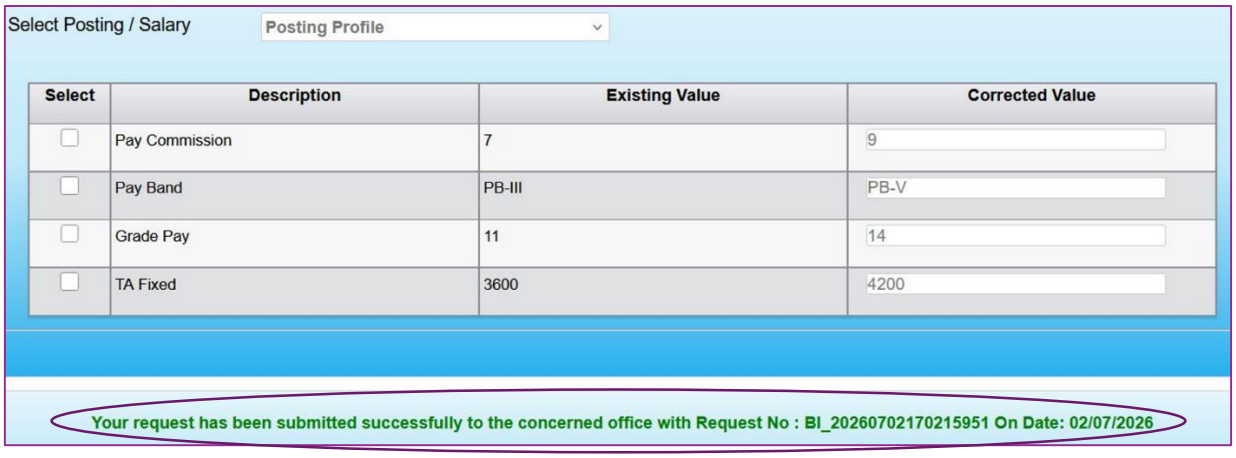
iv. Click on **Submit** button to save change record request. After successful save of record upload option will be enabled. Upload **supportive documents (PDF, Max. size 1 MB)** and click **Upload Document** button.



v. Click on **Generate OTP & Final Submit** button. Enter the OTP received on registered mobile number and click **Verify OTP** button.

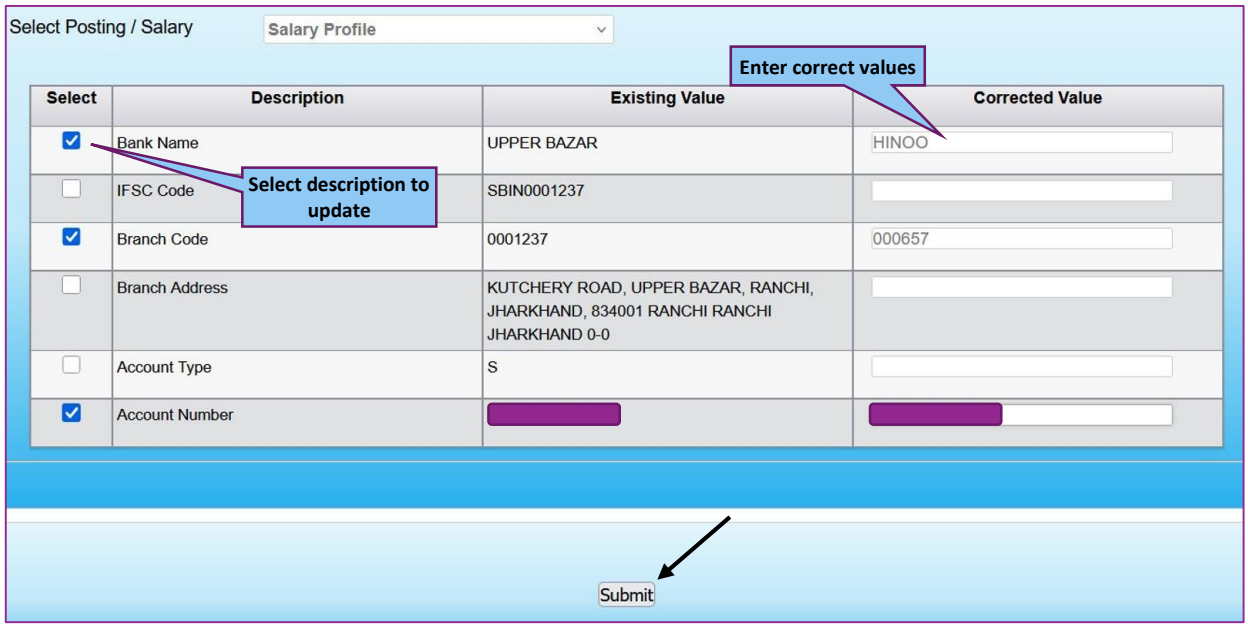


vi. Update request will be successfully submitted to concerned DDO office.



vii. Update Salary Profile

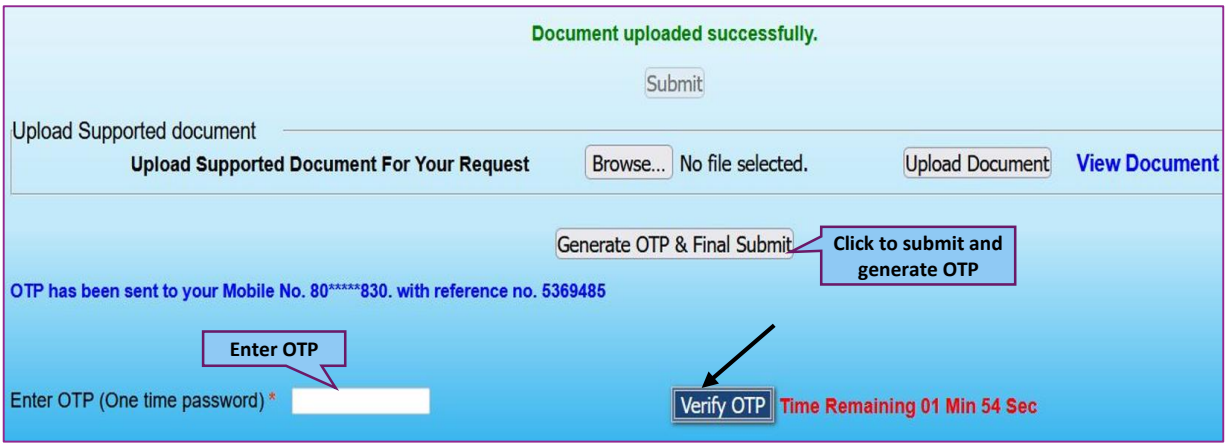
For updating Salary Profile details select **Salary Profile** option. Select the profile fields to be updated and enter the corrected values.



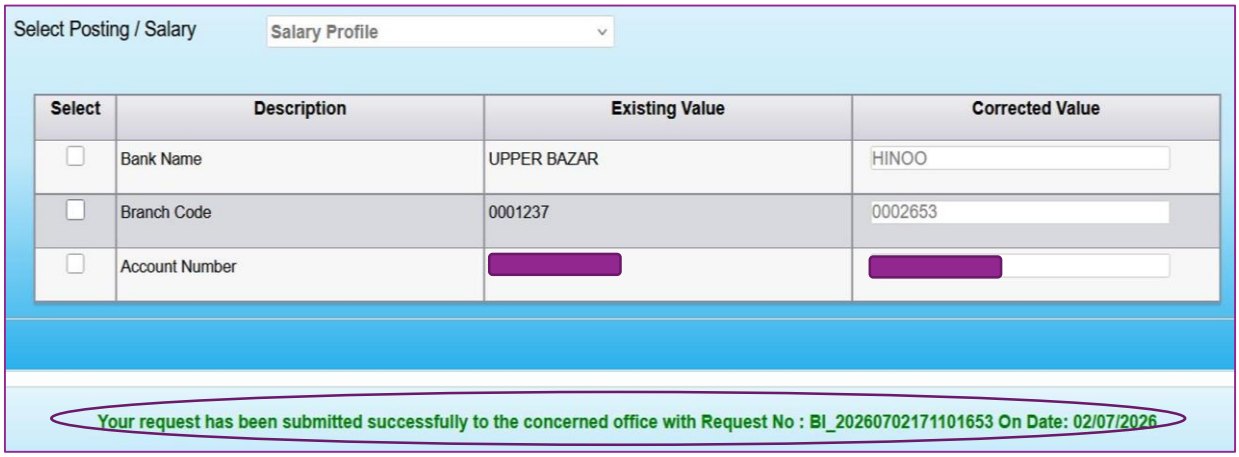
viii. Click on **Submit** button to save change record request. After successful save of record upload option will be enabled. Upload **supportive documents (PDF, Max. size 1 MB)** and click **Upload Document** button.



ix. Click on **Generate OTP & Final Submit** button. Enter the OTP received on registered mobile number and click **Verify OTP** button.



x. Update request will be successfully submitted to concerned DDO office.

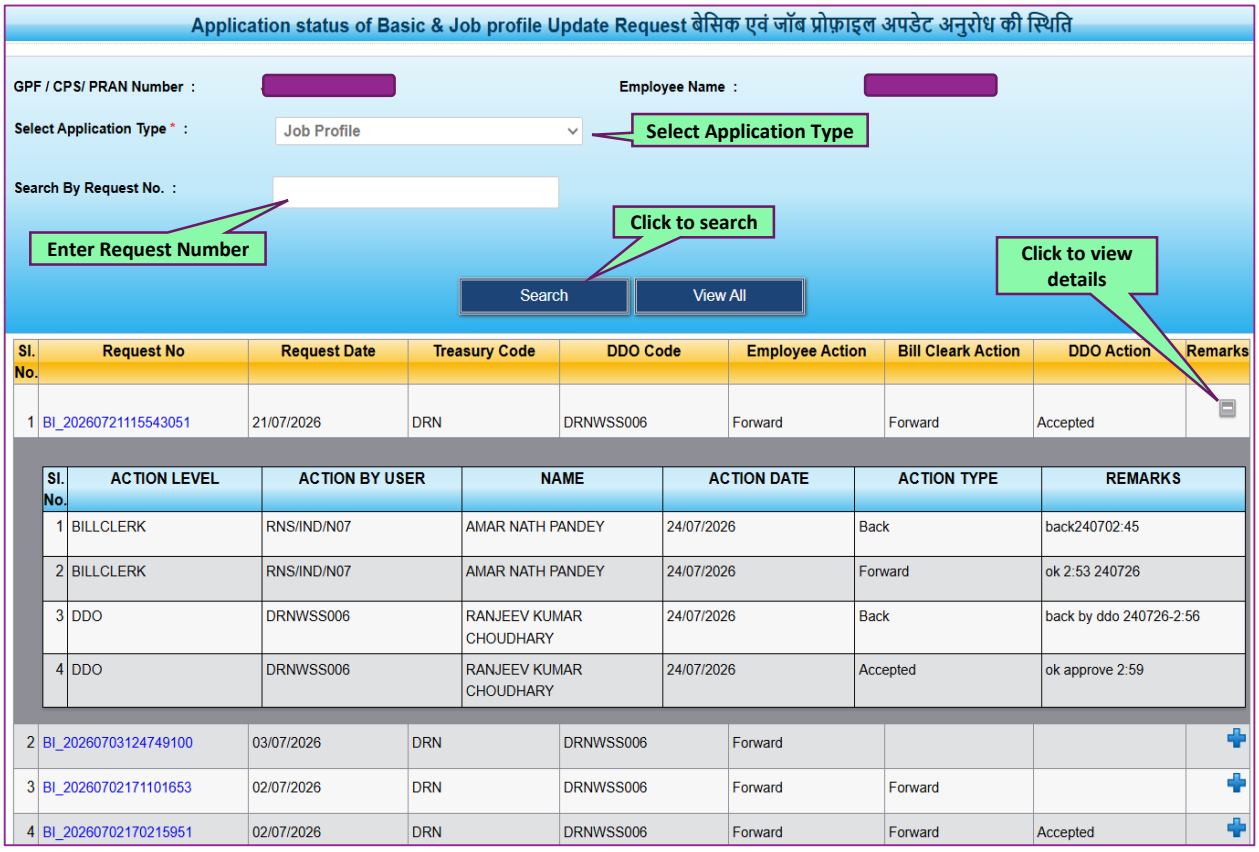


3.4 View Status of Profile Update Request

i. To view the status of Profile Update request, click on **Profile > Status of Profile Update Request**.



ii. Select Application Type (Job Profile/Basic Profile) or enter Request Number and click Search to view status of update request.



Sl. No.	Request No	Request Date	Treasury Code	DDO Code	Employee Action	Bill Cleark Action	DDO Action	Remarks
1	BI_20260721115543051	21/07/2026	DRN	DRNWSS006	Forward	Forward	Accepted	

Sl. No.	ACTION LEVEL	ACTION BY USER	NAME	ACTION DATE	ACTION TYPE	REMARKS
1	BILLCLERK	RNS/IND/N07	AMAR NATH PANDEY	24/07/2026	Back	back240702:45
2	BILLCLERK	RNS/IND/N07	AMAR NATH PANDEY	24/07/2026	Forward	ok 2:53 240726
3	DDO	DRNWSS006	RANJEEV KUMAR CHOUDHARY	24/07/2026	Back	back by ddo 240726-2:56
4	DDO	DRNWSS006	RANJEEV KUMAR CHOUDHARY	24/07/2026	Accepted	ok approve 2:59

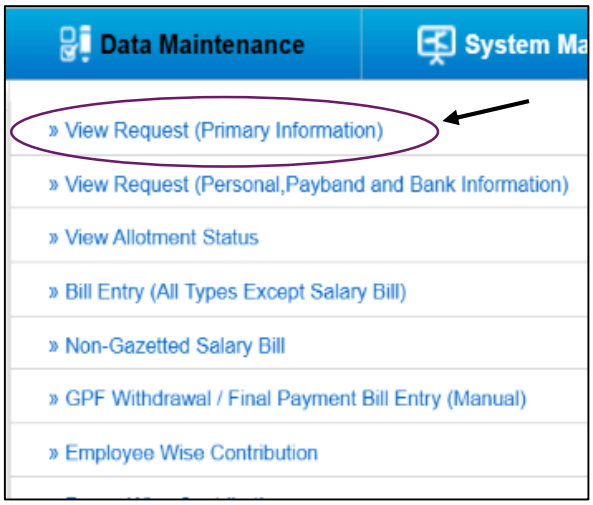
2	BI_20260703124749100	03/07/2026	DRN	DRNWSS006	Forward			
3	BI_20260702171101653	02/07/2026	DRN	DRNWSS006	Forward	Forward		
4	BI_20260702170215951	02/07/2026	DRN	DRNWSS006	Forward	Forward	Accepted	

4. APPROVAL/RETURN OF PROFILE UPDATION REQUEST BY BILL INCHARGE

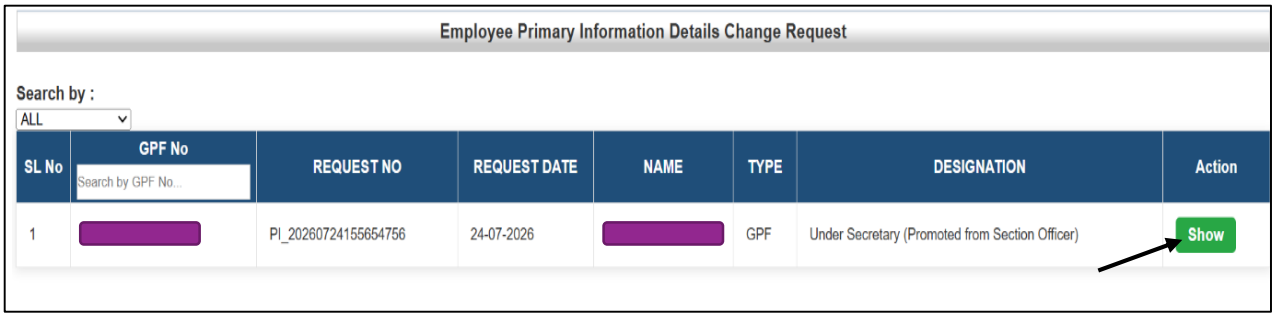
4.1 Verification & Forwarding Profile Updation Request to DDO

i. **Verify & Forward Primary Profile Updation Request**

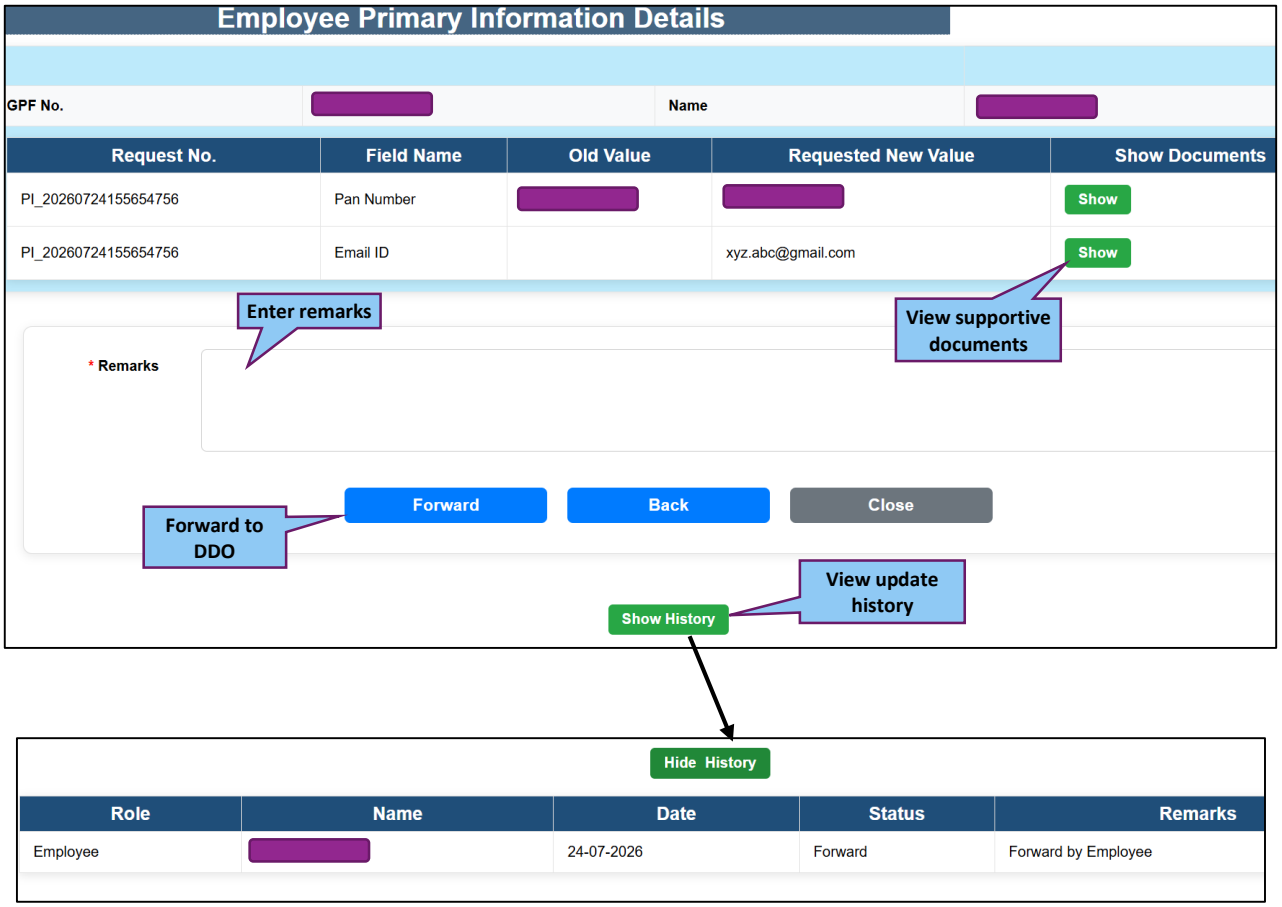
Login as Billing Incharge in DDO Level Bill Management System and navigate to **View Request > (Primary Information).**



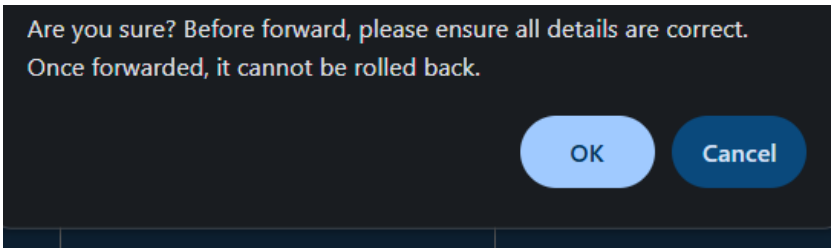
ii. List of requests will be displayed. Click on **Show**.



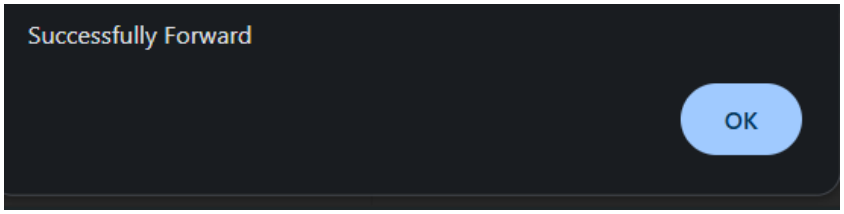
iii. Details of update request will be displayed. Verify details, enter **remarks** and click **Forward** to forward the request to DDO. Click **Show History** to view update history.



iv. Confirm forwarding.

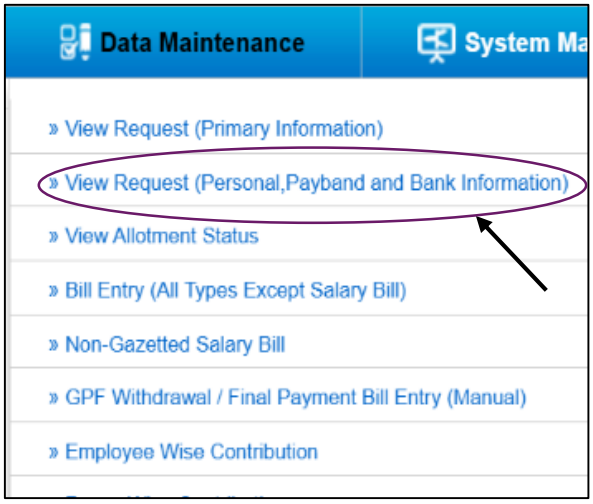


v. Request will be successfully forwarded to DDO.

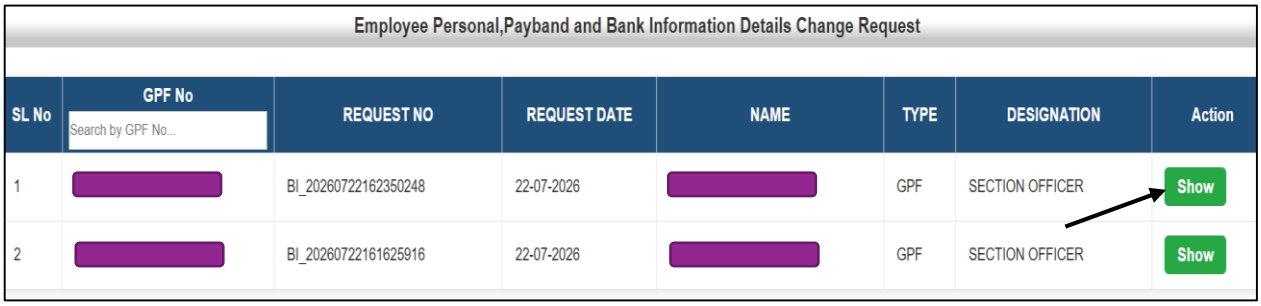


vi. **Verify & Forward Personal, Payband & Bank Profile Updation Request:**

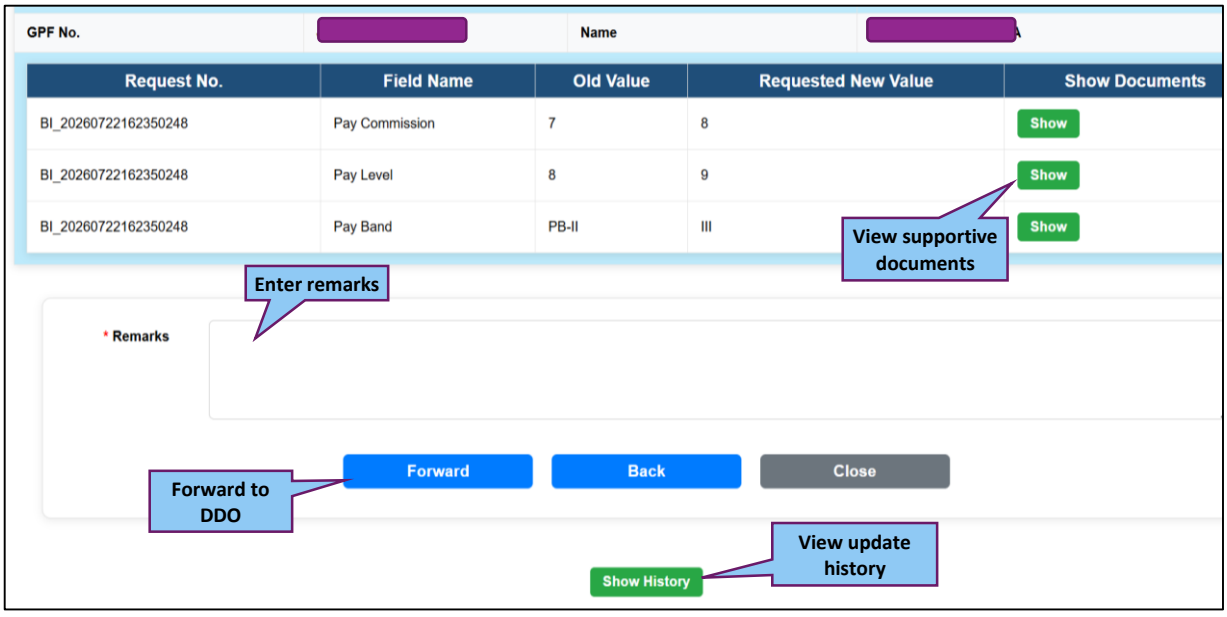
Login as Billing Incharge in DDO Level Bill Management System and navigate to **View Request > (Personal, Payband & Bank Information).**



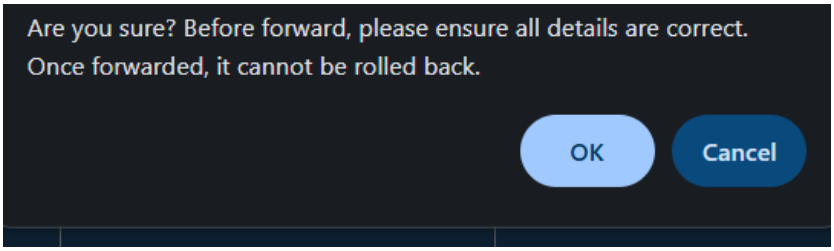
vii. List of requests will be displayed. Click on **Show**.



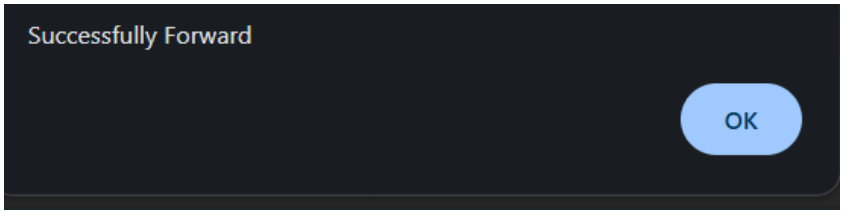
viii. Details of update request will be displayed. Verify details, enter **remarks** and click **Forward** to forward the request to DDO. Click **Show History** to view update history.



ix. Confirm forwarding.



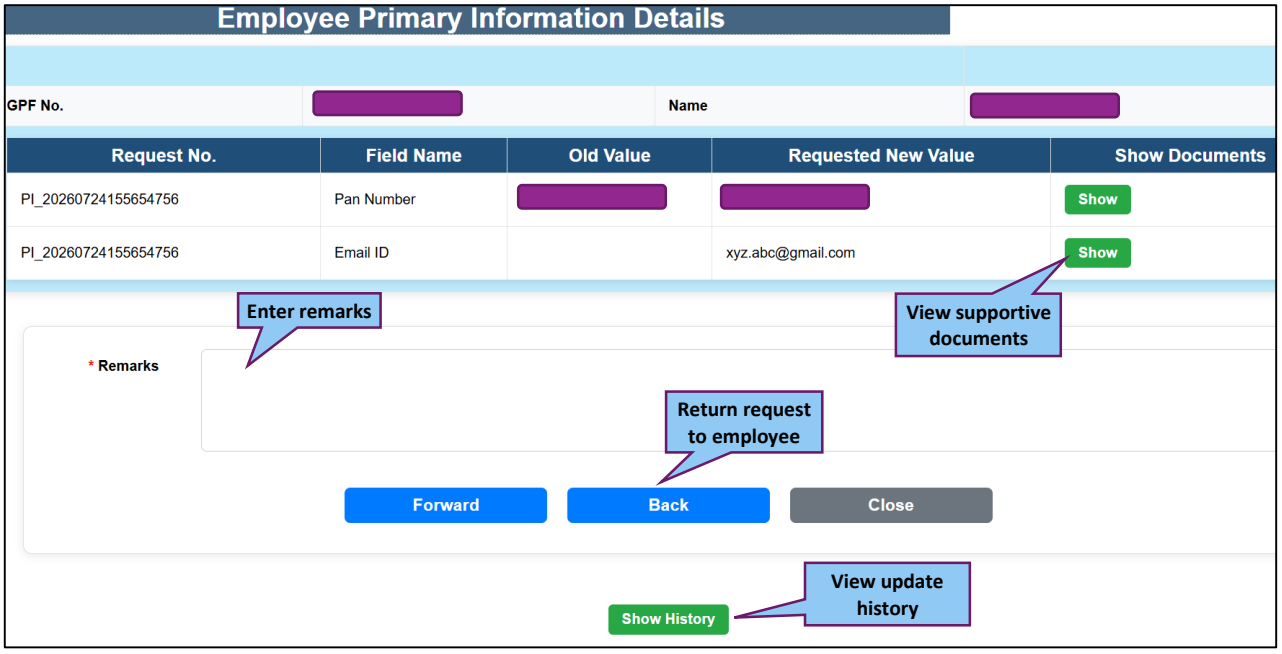
x. Request will be successfully forwarded to DDO.



4.2 Return Profile Update Request to Employee

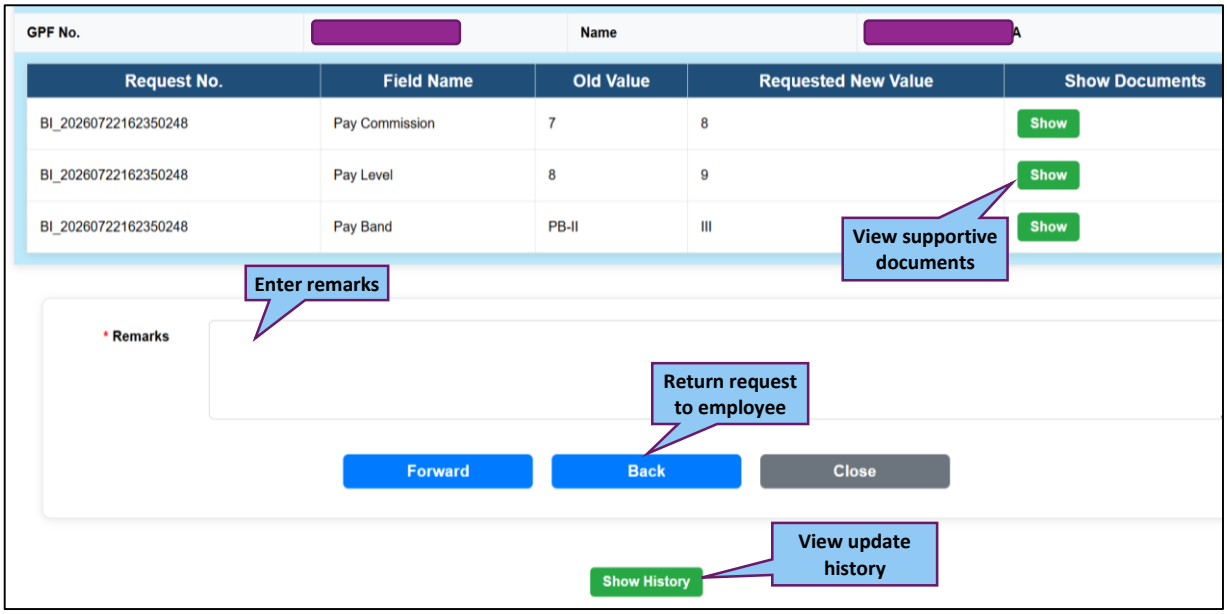
i. Return Primary Profile Updation Request

In case of any discrepancy **enter Remarks** and click **Back** to return updation request to employee.



ii. Return Personal, Payband & Bank Profile Updation Request

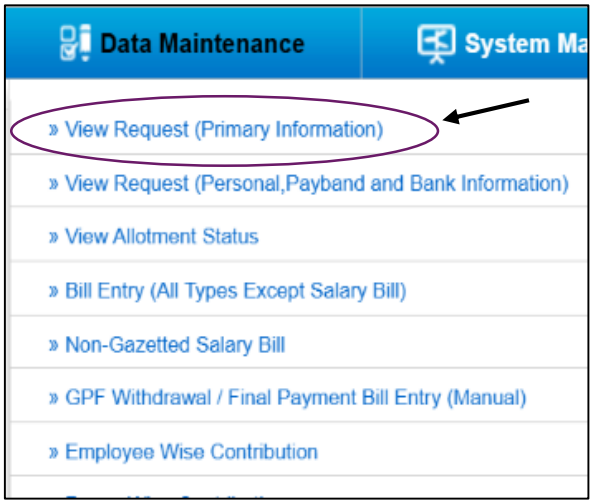
In case of any discrepancy **enter Remarks** and click **Back** to return updation request to employee.



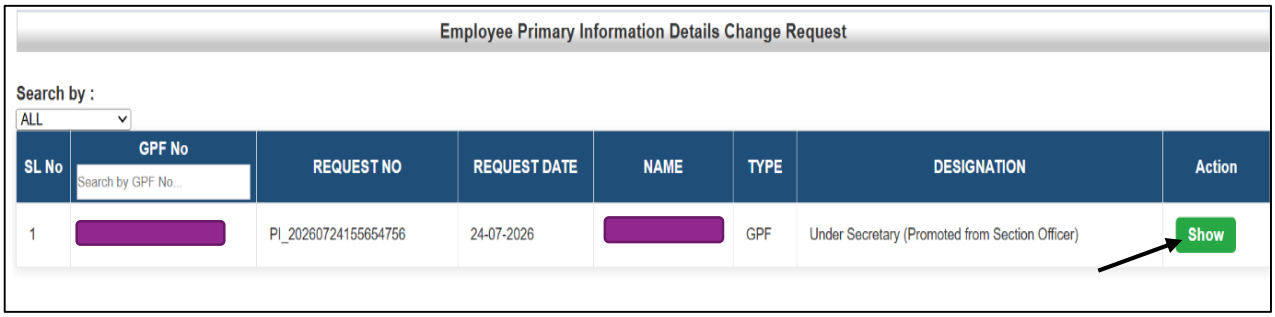
5. APPROVAL/RETURN OF PROFILE UPDATE REQUEST BY DDO

5.1 Verification & Forwarding of Primary Profile Updation Request to Directorate of Pension & Accounts

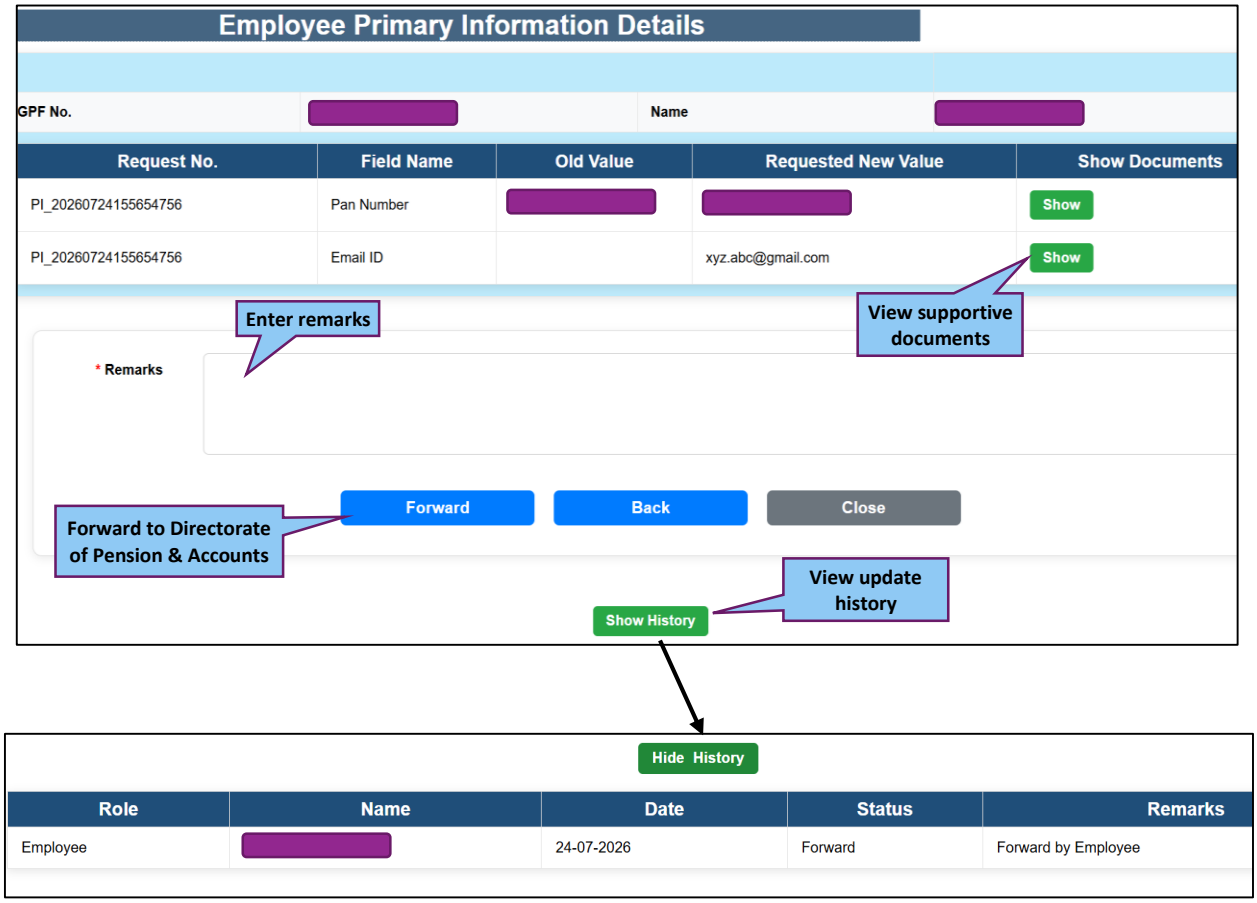
i. Login as DDO in DDO Level Bill Management System and navigate to **View Request > (Primary Information).**



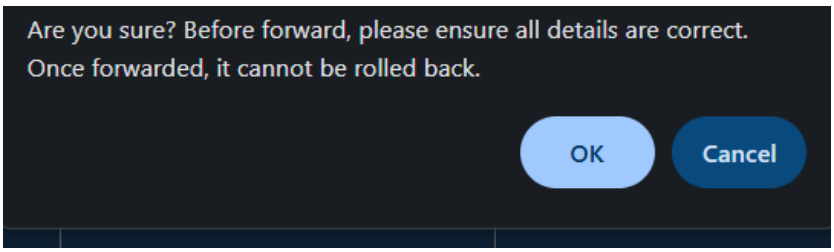
ii. List of requests will be displayed. Click on **Show**.



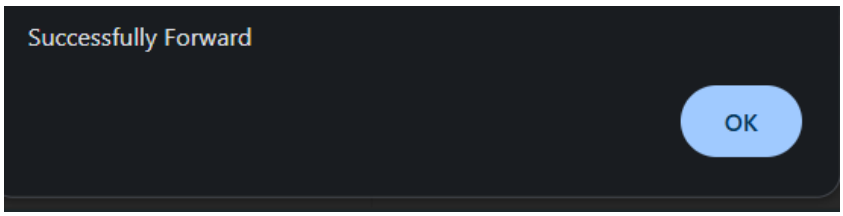
iii. Details of update request will be displayed. Verify details, enter **remarks** and click **Forward** to forward the request to ***Directorate of Pension & Accounts*** for approval. Click **Show History** to view update history.



iv. Confirm forwarding.

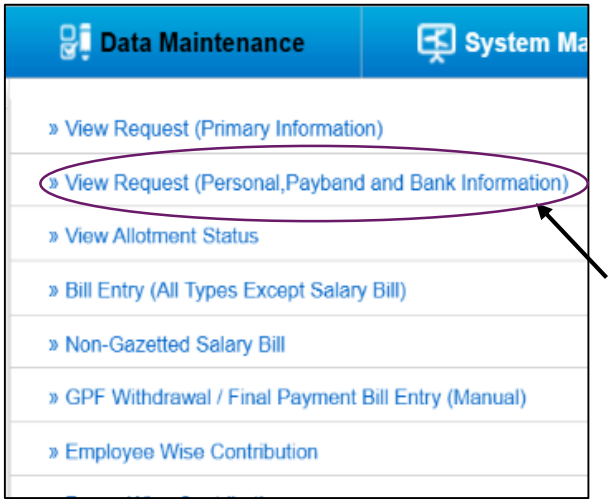


v. Request will be successfully forwarded to **Directorate of Pension & Accounts**.

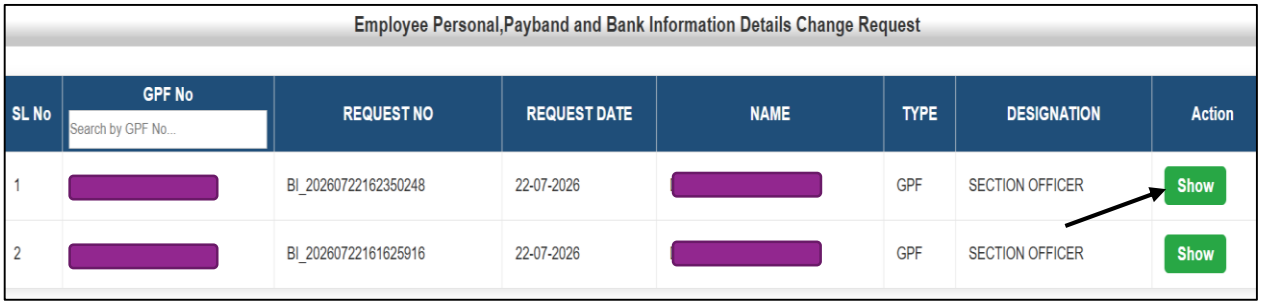


5.2 Verification & Approval of Personal, Payband & Bank Profile Updation Request for Unfreezing Employee Profile

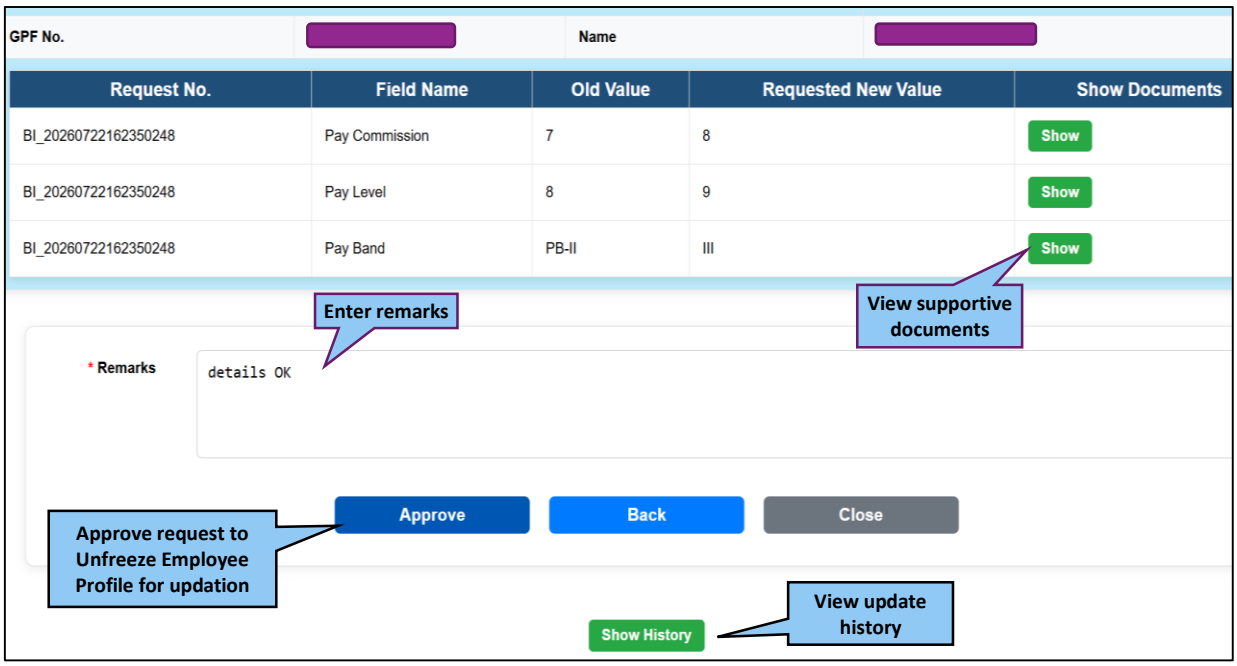
i. Login as DDO in DDO Level Bill Management System and navigate to **View Request > (Personal, Payband & Bank Information).**



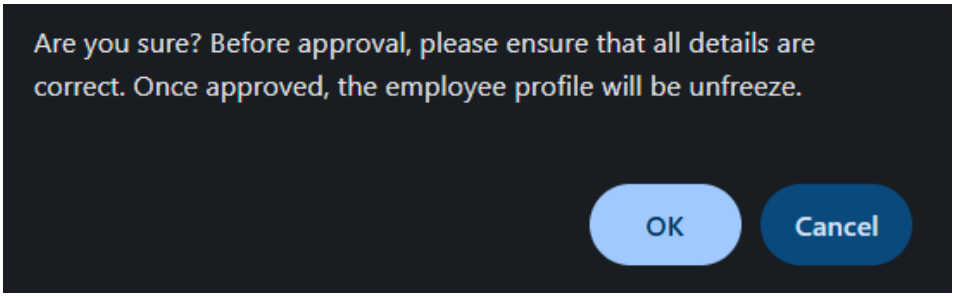
ii. List of requests will be displayed. Click on **Show**.



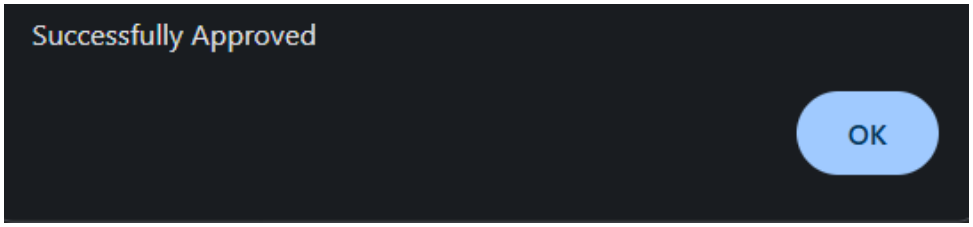
iii. Details of update request will be displayed. Verify details, enter **Remarks** and click **Approve** to **Unfreeze the Employee Profile** for updation by Bill Incharge. Click **Show History** to view update history.



iv. Confirm approval for Unfreezing employee profile.



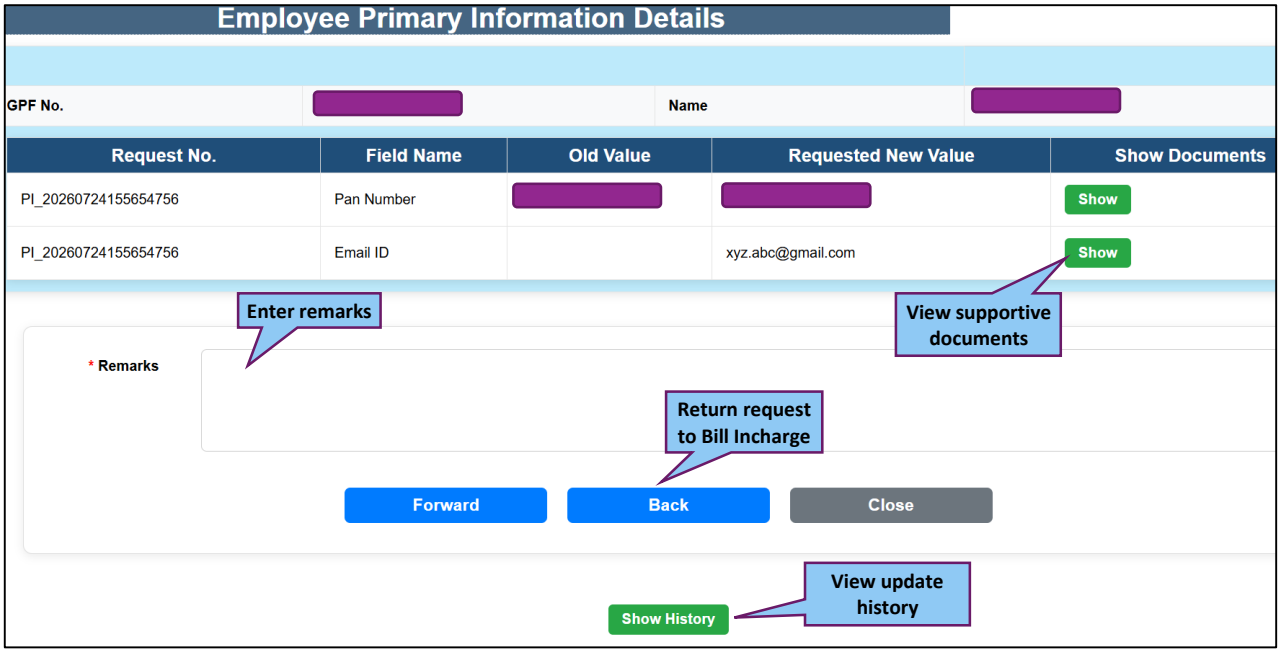
v. Request will be successfully approved and Employee profile will be unfreezed for updation.



5.3 Return Profile Update Request to Bill Incharge

i. Return Primary Profile Updation Request

In case of any discrepancy **enter Remarks** and click **Back** to return updation request to Bill Incharge.



ii. Return Personal, Payband & Bank Profile Updation Request

In case of any discrepancy **enter Remarks** and click **Back** to return updation request to Bill Incharge.

