



**ಕರ್ನಾಟಕ ಸರ್ಕಾರ**  
**ಮಾನವ ಸಂಪನ್ಮೂಲ ನಿರ್ವಹಣಾ ವ್ಯವಸ್ಥೆ-2.0 ನಿರ್ದೇಶನಾಲಯ,**  
**ಆರ್ಥಿಕ ಇಲಾಖೆ**



ಕೆಪಿಸಿಎಲ್ ಹಸಿರು ಕಟ್ಟಡ, 5ನೇ ಮಹಡಿ, ಪ್ಯಾಲೇಸ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು - 560 001  
ದೂರವಾಣಿ ಸಂಖ್ಯೆ : 080-22372301: ಇ-ಮೇಲ್ ವಿಳಾಸ : [pdhrms2@karnataka.gov.in](mailto:pdhrms2@karnataka.gov.in)

ಸಂ : FD/HRMS H2/OL/2025/250/132

ದಿನಾಂಕ : 10/06/2026

**ಸುತ್ತೋಲೆ**

**ವಿಷಯ:** HRMS-ESS / ಕರ್ತವ್ಯ (KAMS) App ನಲ್ಲಿ ಹಾಜರಾತಿ ದಾಖಲಿಸಲು ಹಾಗೂ ಕಚೇರಿಯ ಭೌಗೋಳಿಕ ನಿರ್ದೇಶಾಂಕಗಳನ್ನು ದೃಢೀಕರಿಸುವ ಕುರಿತು

**ಉಲ್ಲೇಖ:** ಸರ್ಕಾರದ ನಿರ್ದೇಶನ ಪತ್ರ ಸಂಖ್ಯೆ: ಮುಕಾ:12602950:2026 ದಿನಾಂಕ:05.06.2026

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ಮೇಲ್ಕಂಡ ವಿಷಯ ಮತ್ತು ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ದಿನಾಂಕ:05.06.2026 ರಂದು ಹೊರಡಿಸಿದ ಸರ್ಕಾರದ ನಿರ್ದೇಶನದಂತೆ ಎಲ್ಲಾ ಅಧಿಕಾರಿಗಳು ಹಾಗೂ ಸಿಬ್ಬಂದಿಯವರು ತಮ್ಮ ಹಾಜರಾತಿಯನ್ನು HRMS ನಲ್ಲಿ ಲಭ್ಯವಿರುವ **ಕರ್ತವ್ಯ (KAMS) App** ಮೂಲಕ ಬೆಳಿಗ್ಗೆ 10.00 ಗಂಟೆಗೆ ಕಡ್ಡಾಯವಾಗಿ ದಾಖಲಿಸಬೇಕಾಗಿದೆ ಎಂದು ತಿಳಿಸಿದೆ.

ಈ ಹಿನ್ನೆಲೆಯಲ್ಲಿ, ಎಲ್ಲಾ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರುಗಳು (HODs) ತಮ್ಮ ಅಧೀನದಲ್ಲಿರುವ ಎಲ್ಲಾ Drawing and Disbursing Officers (DDOs) ರವರಿಗೆ ಕೆಳಕಂಡ ನಿರ್ದೇಶನಗಳನ್ನು ಅಗತ್ಯ ಕ್ರಮ ಕೈಗೊಳ್ಳುವಂತೆ ತಿಳಿಸಲಾಗಿದೆ.

1. Group 'B' ಅಥವಾ ಅದಕ್ಕಿಂತ ಮೇಲ್ವರ್ಗದ ಅಧಿಕಾರಿಯನ್ನು HRMS-2.0 Web Portal (<https://hrms2.karnataka.gov.in>) ನಲ್ಲಿ ನಾಮನಿರ್ದೇಶನ ಮಾಡಿ, ಅವರ ಮೇಲ್ವಿಚಾರಣೆಯಲ್ಲಿ ಸಂಬಂಧಿತ ಕಚೇರಿಯ ನಿಖರವಾದ ಭೌಗೋಳಿಕ ನಿರ್ದೇಶಾಂಕಗಳನ್ನು (Geo Coordinates) **HRMS-ESS App** ಮೂಲಕ ಸೆರೆಹಿಡಿಯಬೇಕು.
2. HRMS-ESS App ನಲ್ಲಿ ಸೆರೆಹಿಡಿಯಲಾದ ಭೌಗೋಳಿಕ ನಿರ್ದೇಶಾಂಕಗಳನ್ನು **HRMS-2.0 Web Portal** (Web Address: <https://hrms2.karnataka.gov.in>) ನಲ್ಲಿ ಲಾಗಿನ್ ಆಗಿ ಪರಿಶೀಲಿಸಿ ಹಾಗೂ ದೃಢೀಕರಿಸಬೇಕು.
3. ಹಾಜರಾತಿಯನ್ನು ಎಲ್ಲಾ ಅಧಿಕಾರಿಗಳು ಮತ್ತು ಸಿಬ್ಬಂದಿಯವರು **ಕರ್ತವ್ಯ (KAMS) App** ಮೂಲಕ ಕಡ್ಡಾಯವಾಗಿ ದಾಖಲಿಸುವಂತೆ ಕ್ರಮವಹಿಸಬೇಕು.

**ಸೂಚನೆ:** ಕರ್ತವ್ಯ (KAMS) App ನಲ್ಲಿ ಹಾಜರಾತಿ ದಾಖಲಿಸುವ ಸಂದರ್ಭದಲ್ಲಿ ಯಾವುದೇ ತಾಂತ್ರಿಕ ನ್ಯೂನತೆಗಳು ಅಥವಾ ಸಮಸ್ಯೆಗಳು ಕಂಡುಬಂದಲ್ಲಿ, **CEG Helpdesk** ಅನ್ನು ಸಂಪರ್ಕಿಸಿ. (Helpdesk No. 8277078123 ಮತ್ತು **Email id:** [KAMS.helpdesk@karnataka.gov.in](mailto:KAMS.helpdesk@karnataka.gov.in))

**ಅಡಕ:** ಕಚೇರಿಯ ನಿಖರವಾದ ಭೌಗೋಳಿಕ ನಿರ್ದೇಶಾಂಕಗಳನ್ನು ಸೆರೆಹಿಡಿಯುವ ಕುರಿತು ಮಾರ್ಗಸೂಚಿ ಪ್ರತಿಯನ್ನು ಪತ್ರದ ಜೊತೆಯಲ್ಲಿ ಲಗತ್ತಿಸಲಾಗಿದೆ.



GOVERNMENT OF  
KARNATAKA

# HRMS 2.0 Office Address & Geo Coordinate Collection

DIRECTORATE OF  
HRMS 2.0

Accurate Office Information for Better Governance

## WHY IS IT IMPORTANT?

- ✓ Identification of Government Office Locations
- ✓ KAMS (Karnataka Attendance Management System) Implementation
- ✓ GIS-based Location Verification
- ✓ Improved Government Service Delivery



## WHAT SHOULD THE APPROVER DO?



**Step 1**  
Login to HRMS 2.0



**Step 2**  
Select the Office and  
click Edit



**Step 3**  
Update Office Address  
details, if required



**Step 4**  
Nominate an employee for  
Geo Coordinate collection



**Step 5**  
Save and confirm  
the details



**Step 6**  
Verify that the Office Address  
Status displays a  
✓ Green Tick

## WHAT SHOULD THE NOMINATED EMPLOYEE DO?



**Step 1**  
Login to HRMS2-ESS  
Mobile Application



**Step 2**  
Go to My Profile



**Step 3**  
Click Capture My  
Office Location



**Step 4**  
Stand at the Office Location  
and click Submit



**Step 5**  
Geo Coordinates will be  
captured and recorded



- ✓ DDO shall nominate one employee from each office for Geo Coordinate collection.
- ✓ Geo Coordinates can be captured only through the HRMS2-ESS Mobile Application.
- ✓ The nominated employee must be physically present at the office location while capturing Geo Coordinates.
- ✓ Once Geo Coordinates are successfully captured, a ✓ Green Tick will be displayed under Geo Coordinates.
- ✓ The nominated employee can be changed only until Geo Coordinates are captured.

## NEED ASSISTANCE?



### OFFICE NOT DISPLAYED?

Contact your Department HRMS  
Nodal Officer to map the office  
under your DDO code in Organogram.



### EMPLOYEE NOT AVAILABLE IN THE SEARCH LIST?

Ensure that the employee is mapped  
to the correct office through the  
Service Register Module.

**i** For any further assistance, please contact your Department HRMS Nodal Officer.

Government of Karnataka | Finance Department | HRMS 2.0



# **Frequently Asked Questions (FAQs) – Office Address and Geo Coordinate Collection**

## **1. Who can update the office address details in HRMS 2.0?**

Only the Approver can edit or update the office address details.

## **2. Why is office address and Geo Coordinate information being collected?**

The information is being collected to maintain accurate office location details and to support location-based services, including attendance management through KAMS.

## **3. Who should be nominated for Geo Coordinate collection?**

The DDO can nominate himself or shall nominate an Group 'B' or higher officer from each office for capturing the Geo Coordinates of the office.

## **4. How can I update the office address details?**

Login to HRMS 2.0 as Approver, select the office, click on the Edit button, update the required details, nominate an Officer, and save the information.

## **5. What should I do if my office is not displayed in the office list?**

Please contact your Department HRMS Nodal Officer to map the office under the appropriate DDO code in the Organogram.

## **6. What should I do if the employee is not available in the nominated employee search list?**

Ensure that the employee is mapped to the appropriate office in the Service Register Module. If required, contact the concerned HRMS Nodal Officer.

## **7. Can Geo Coordinates be captured through HRMS 2.0 web application?**

**No.** Geo Coordinates can only be captured through the HRMS2-ESS mobile application by the nominated Officer.

## **8. Who can capture the Geo Coordinates of the office?**

Only the Officer nominated by the Approver can capture the Geo Coordinates through the HRMS2-ESS mobile application.

## **9. Is it necessary to be physically present in the office while capturing Geo Coordinates?**

Yes. The nominated Officer must be present at the office location while capturing Geo Coordinates.

## 10. Why is the "Office Address Status" not showing a green tick mark?

The green tick mark appears only after the office address details are successfully saved.

## 11. Why is the "Geo Coordinates" status not showing a green tick mark?

The green tick mark will be displayed only after the nominated Officer successfully captures the Geo Coordinates (LAT-LONG) through the HRMS2-ESS mobile application.

## 12. What should I do if the Geo Coordinates are not getting captured in the HRMS2-ESS application?

Ensure that:

- The office address in the HRMS-2 Organogram is correct.
- GPS/Location services are enabled on the mobile device.
- Internet connectivity is available.
- You are present at the office location.
- The Officer for capturing Geo Coordinates has been nominated in HRMS 2.0.

## 13. Can the nominated Officer be changed?

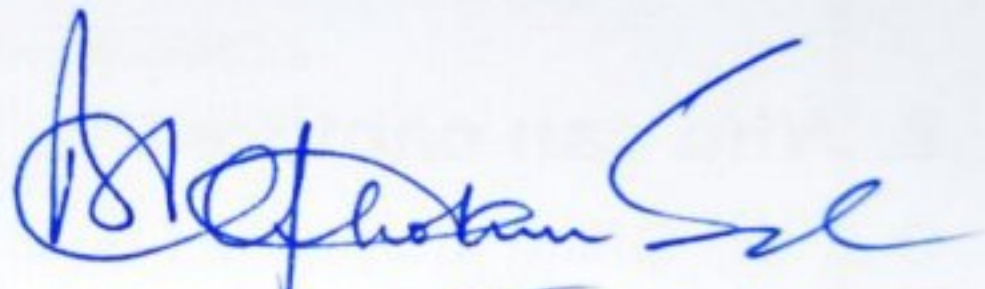
**Yes.** The Approver can change the nominated Officer only until the Geo Coordinates are captured in the HRMS2-ESS application.

## 14. Is the HRMS2-ESS application available on all mobile devices?

As per the current process, Geo Coordinate capture is supported through the HRMS2-ESS application on all Android supported mobile devices.

## 15. Whom should I contact for assistance?

For any issues related to office mapping, employee mapping, or access-related concerns, please contact the concerned Department HRMS Nodal Officer.



ಯೋಜನಾ ವ್ಯವಸ್ಥಾಪಕರು  
ಹೆಚ್.ಆರ್.ಎಂ.ಎಸ್-2.0  
ಆರ್ಥಿಕ ಇಲಾಖೆ

ರವರಿಗೆ:

1. ಎಲ್ಲಾ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರಿಗೆ
2. ಕಛೇರಿ ಪ್ರತಿ