

(40)

**PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LTD.,  
CHANDIGARH**

**CIRCULAR**


**Reminder-I**

With reference to earlier issued circular no. PSIEC/Per./A-3/2020/1085-89 dated 12.05.2020 in which all the regular officers / officials of the Corporation were requested to kindly check their profile / data uploaded on the iHRMS portal and the procedure to generate login details and to check profile / data uploaded on the iHRMS portal are mentioned as under:-

- I) Steps to generate login details:-
- D. Visit [www.hrms.punjab.gov.in](http://www.hrms.punjab.gov.in)
  - E. Click "Get employee code" → Fill required details → Click "FETCH EMPLOYEE CODE".  
Employee code or User id or User Code (received on registered mobile).
  - F. Click "Home" → Click "Login"
  - j. Fill "Employee code or User id or User Code" (received on registered mobile).
  - k. Click "Forgot password".
  - l. Select "State : Punjab".
  - m. Select "Establishment Department: Punjab Small Industries and Export Corporation Ltd."
  - n. Enter "Employee code or User id or User Code" (received on registered mobile).
  - o. Click "SEARCH"
  - p. Enter "Employee Date of Birth" & "Mobile no." → Click "GET SECURITY CODE" (received on registered mobile).
  - q. Enter "Security code" → Click "ENTER SECURITY CODE".
  - r. Enter "New Password" & "Confirm New Password" → Click "UPDATE" → Click "Home".
- II) Steps to check your profile/ data uploaded on the iHRMS portal.
- A. Visit [www.hrms.punjab.gov.in](http://www.hrms.punjab.gov.in)
  - B. Click "Login" → Fill "Employee code or User id or User Code" & "password".
  - C. Click "My Services" → My Profile → View Service book → Take print out.

**Note: Employees who have already filled their APR on the iHRMS portal follow step no. II only.**

It is requested that in case of updation(s) / correction(s) (if any) in the profile / data uploaded on the iHRMS portal is required, kindly intimate to Personnel Section within one week positively.

  
29/06/2020  
Manager (P)  
RKM  
DATED: 29/6/2020

ENDST. NO. PSIEC/Per./A-3/2020/4919-4923

A copy of above is forwarded to following for information and necessary action:-

1. PS/MD for kind information of worthy MD.
2. All Functional Heads.
3. All officers of Head Office / Field Offices.
- ✓ 4. Programmer (C&IT Section) – To upload the same on website of PSIEC.
5. Notice Board.