

PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION
CHANDIGARH

OFFICE ORDER

It is hereby ordered that all the Officers/Officials whosoever has not registered on Biometric Portal for online attendance, register themselves within 2 days of issuance of orders using the self-registration module on Biometric Portal.

Following are the steps for self-registration:


1. <https://pbpsiec.attendance.gov.in>
2. Click on User Registration
3. Fill Personal Details (like Name, DOB, Gender, Aadhaar Number, email and mobile number)
4. Fill Organization Details (like Employee type, Division, Designation, office location, Employee code, Photograph)
5. Submit

**Requirement soft copy of photograph only .jpg format and size upto 150 KB for upload.*

Further, for any kind of guidance, please contact the following members at IT Section, PSIEC, Head Office, Chandigarh:

1. Smt. Maneet Kaur Gill, Deputy Manager
2. Sh. Yogesh Mahendru, Jr. Exe.
3. Sh. Lokesh Rawat, Jr. Exe.

Further, all field offices are instructed to send their biometric devices to IT Section, H.O. Chandigarh before 31.05.2022 for checking.



Chief General Manager (IT)

Endst No. PSIEC/ 7958-62

Dated: 27-05-2022

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

1. PA/AMD – for kind information of worthy AMD
2. All Functional Heads
3. All officers at H.O. and Field Offices
4. Notice Board
5. SM(IT)-For PSIEC Website