

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

CIRCULAR

It is informed that as per Government of Punjab Instructions, all employees, Department, Office Administrator, DDO, AMA etc. using iHRMS software will only use email IDs issued by government departments/agencies having email suffix as (punjab.gov.in), (gov.in), (nic.in) etc. from 1st June 2021. Anyone using email ids issued from private vendor like Gmail, Yahoo mail etc. will not be able to operate iHRMS, e-office etc. softwares.

- 1) Steps to update Email id details on iHRMS:-
A. Visit website <https://hrms.punjab.gov.in>
B. Click "Login" → Fill "your User id / User Code" & "password".
C. Click "My Services" → Update e MAIL-ID → Fill email id → Update.

Further, in order to apply for official email ID for those employees who do not have the email ids with government suffix as (punjab.gov.in), (gov.in), (nic.in) etc, it is requested to please fill the detail in prescribed format (enclosed herewith) to obtain government email id and send the same to Personnel Section within 2 days positively so, that email ids be created on time and the same can be updated on the iHRMS account by the employees.

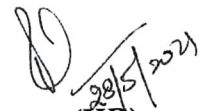
General Manager (Per.)

ENDST. NO. PSIEC/Per./A-3/2021/ 5827-29

DATED: 28/5/2021

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

1. All Functional Heads.
2. Programmer (C&IT Section) – To upload the same on website of PSIEC.
3. Notice Board.


Manager (HR)
Mr.

