

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

CIRCULAR

Reminder-II

In reference to earlier issued circular no. PSIEC/PER/A-3/20762-67 dated 07.09.2022 and PSIEC/PER/A-3/27912-17 dated 15.11.2022 regarding implementation of Leave Management Module of iHRMS in Corporation for applying/ approval/ dis-approval of any kind/ nature of leave, the remaining Sections of Head Office (F&A, RM, Emporia, Secretary, Planning, IT, RTI and Engineering Wing) and Field Offices (Depots, SAIL/HZL Agency, Emporium and Focal Points) of PSIEC are requested to provide the hierarchy of Reporting Officers for the employees posted in their Section for assigning Reporting Officer on the iHRMS portal for the concerned employees within 2 days positively.

Further, the hierarchy must be specified in the following prescribed format:-

Sr. No.	Employee Name	Designation	First Reporting Officer	First Reporting Officer Designation	Second Reporting Officer	Second Reporting Officer Designation	Other Reporting Officer(s) (if any)	Remarks
1.								

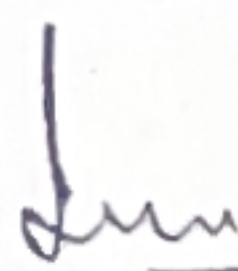
Chief General Manager (Pers.)

Endst. No. PSIEC/PER/A-3/ 32400 - 32405

Dated: 30/12/2022

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

1. PS/MD
2. PA/AMD
3. All Functional Heads
4. All Officers at Head Office and Field
5. System Manager (IT)
6. Notice Board


27/12/2022
Manager (Per-I)
