

PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION LTD
CHANDIGARH

Circular

It is informed that Leave Management Module of iHRMS will be implemented from 1st January, 2023 in the Corporation for applying/ approval/ dis-approval of any kind/ nature of leaves. In this regard, all the regular officers / officials of the Corporation (Head Office and Field Offices) are requested to kindly apply/ forward/ approve/ reject etc. any kind/ nature of leaves on the iHRMS portal only as mentioned as under:-

I) Steps to apply for leave:-

- A. Visit www.hrms.punjab.gov.in
- B. Click "Login" → Fill "Employee code or User id or User Code" & "password".
- C. Click "My Services" → Leave Services → Apply Leave → Select 'Type of Leave' (Regular / Special Leave) → Select 'Leave Type' (Earned Leave/ Half Pay Leave/ Casual Leave/ Commuted or Medical Leave/ Restricted Leave/ Leave without pay/ Paternity Leave/ Ex-India Leave etc.) → Fill leave detail along with leave reason → Submit to Reporting Officer → Enter your mobile no. → Enter OTP received on your mobile no. → Verify OTP

II) Steps for Reporting Officer:-

- A. Visit www.hrms.punjab.gov.in
- B. Click "Login" → Fill "Employee code or User id or User Code" & "password".
- C. Click "My Services" → Leave Services → Process Received Leave Application → Select 'Leave Request' → Select 'Action' (View Detail/ View/ Approve/ Forward/ Reject or Not Recommended etc.) → Next → Approve.
OR
- D. Select 'Action' (View Detail/ View/ Approve/ Forward/ Reject or Not Recommended etc.) → Next → Enter Approving Authority iHRMS code (if any) → Type comments/ Recommendations → Forward.

It is requested that in case of any updation(s) / correction(s) (if any) in the Reporting officer uploaded on the iHRMS portal, kindly intimate to Personnel Section within 7 days positively.

Chief General Manager (Pers.)

Endst. No. PSIEC/PER/A-3/32394 - 99

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

Manager (Pers.-I)