

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

Circular

All the officers/officials belonging to Group A & B in the Corporation are requested to fill their immovable/movable Annual Property Return on the iHRMS Portal (www.hrms.punjab.gov.in) of the year 2022-2023 on or before 30.04.2023 positively because the APR module on the iHRMS Portal will not be accessible after the due date. Further, after filling the APR, the same will be submitted to Smt. Manwinderjeet Kaur, Manager (Personnel), Verifying Officer on iHRMS and hard copy of the same will be sent to Personnel Wing.

This may be treated as most urgent.

Note:- For any kind of assistance in this regard, the officers/officials may contact Sh. Pankaj, IT Assistant (Mob. No.9888443398) and Sh. Sandeep Kumar, Sr. Executive (Mob. No.8360497196).

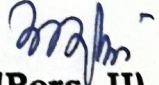
Executive Director

Endst. No. PSIEC/Per/A-10/ 1224 - 1230

Dated: 18/4/2023

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

1. PS/Chairman
2. PS/MD
3. PA/AMD
4. All Functional Heads
5. All officers at HO and Field offices
6. System Manager (IT) for uploading on website of the Corporation.
7. Notice Board.


Manager(Pers.-II)

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CHANDIGARH**

Office Order

Smt. Manwinderjeet Kaur, Manager (Personnel) is hereby appointed as Verifying Officer on iHRMS portal for verifying the Annual Property Return of the Group A and B employees of the Corporation for the year 2022-2023.

Executive Director

Endst. No. PSIEC/Per/A-10/ 1217 - 1223

Dated: 18/4/2023

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

1. PS/Chairman
2. PS/MD
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4. All Functional Heads
5. All officers at HO and Field offices
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Manager(Pers.-II)
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