



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Office of Superintendent Engineer/ IT, PSTCL, Patiala)

Corporate Identity No. U40109PB2010SGC033814

GSTIN No. 03AAFCP4714J1ZK

Website : www.pstcl.org Mob. No. 96461-18178 e-mail: se-it@pstcl.org

To

All Employees, PSTCL

Memo No 400 /IT-1210

Dated: 15/06/2023


Sub: Implementation of iHRMS: Regarding checking of Service Book entries in iHRMS by each employee working in PSTCL

PSTCL has on-boarded iHRMS of Punjab Govt. and the service book & HR data related entries e.g. Basic details, Personal details, Address, Initial joining, qualification, service history, Nomination Details etc. have been entered for those employees whose service books are available/maintained by respective DDOs in PSTCL. To ensure correctness of data entered in iHRMS viz a viz physical service book & HR data records, all employees whose service book is being maintained in PSTCL at present are requested to check their respective details made available in iHRMS. In case of any discrepancy/missing entry, the same may be intimated to the respective DDOs by 25.06.2023 for necessary corrections/entry.

To access iHRMS details, employee needs to login into iHRMS portal using their respective employee credentials. Employee login ID & passwords for iHRMS are already sent on the given mobile numbers. In case SMS is not received by any employee due to any reason e.g. due to change in mobile/email etc., respective DDOs may be approached. For any instructions regarding change in password/default password and how to retrieve iHRMS code, FAQs section available under www.pstcl.org→iHRMS→Information may please be referred.

Special attention for DDOs in PSTCL: All DDOs are again reminded that in case of any request from the employee to change the existing service record beyond the physical service book or HR data is received, the same may be processed as per the relevant instructions that may already be issued from time to time by different authorities as the case may be. Henceforth, iHRMS data must be kept updated / synchronized with the physical service book & HR data, except leave record. For leave record separate instructions will be issued subsequently before making salary portal of iHRMS live. In case of any difficulty, DDOs are requested to approach the concerned as already intimated vide this office memo no. 236/IT-1210 dated 28.03.2023.

This is for information and time bound compliance as stated above.


Dy. Chief Engineer/ IT
PSTCL, Patiala

CC: Copy of the above is forwarded to the following for information and na please: -

1. Sr. PS to Director/F&C, PSTCL, Patiala
2. Sr. PS to Director/Admin, PSTCL, Patiala
3. Sr. PS to Director/Technical, PSTCL, Patiala
4. EIC/HIS&D, PSTCL, Patiala
5. CE/TS, PSTCL, Patiala
6. CE/P&M, PSTCL, Ludhiana
7. CFO, PSTCL, Patiala
8. CAO/F&A, PSTCL, Patiala
9. Company Secretary, PSTCL, Patiala
10. Dy. CE/Technical Audit, PSTCL, Patiala
11. All DDOs in PSTCL with a request to make all employees aware of these instructions and facilitating them in this regard