



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
(Office of Dy. Chief Engineer/ IT, PSTCL, Patiala)
Corporate Identity No.U40109PB2010SGC033814
GSTIN No. 03AAFCP4717J1ZK
Website : www.pstcl.org

To

All DDOs
PSTCL

Memo No: 372 /IT-1210

Dated: 8/6/2023

Sub: Implementation of iHRMS: Regarding keeping the iHRMS service book upto date always

During the latest review meeting held by Director/F&C, PSTCL, it was observed that:-

- A. Service book & HR data entries in iHRMS are almost complete. However, it has been observed that many DDOs are leaving out many types of entries in iHRMS which are otherwise available in respective employee physical Service book/HR Data and these needs to be completed urgently. Remaining/Left out entries in service book and HR data, if any, need to be completed by respective DDOs by 15/06/2023. Thereafter, each DDO need to give a certificate to this effect by 16/06/2023 through respective HOD that service record of each employee under his domain has been updated in iHRMS and no transactions are pending. In case of any difficulty, the same may be immediately brought out to all concerned.
- B. In case of those employees who are under transfer as on 08.06.2023, their service book must be completed by DDO, who has the physical possession of service book before transferring the service book to the next DDO of employee. In case of the service book of an employee is already in transit as on 08/06/23, due to employee transfer/promotion, the same shall be updated by the next DDO before 15/06/2023, where the employee will be joining.
- C. All the DDOs must ensure that all the employees under their domain are informed about their iHRMS code/ID/username and are provided with the respective password. And each employee may be asked to check the entered details for which he may be either guided with the procedure and also may be asked to see the instructions already made available at <https://pstcl.org> →iHRMS→information issued by this office. This activity needs to be completed by 20.06.2023. In case of any discrepancy/ missing entry pointed out by the respective employee, the same after getting checked by the DDO himself with the entries in physical service book & HR data must be updated in iHRMS. However, in case of any request from the employee to change the existing service record beyond the physical service book & HR data, the same may be processed as per the previously instructions that may be issued from time to time by different authorities as the case may be and the iHRMS data must be kept updated/synchronized with the physical service book & HR data for the time being.


Dy. Chief Engineer/ IT
PSTCL, Patiala

373-382/IT-1210

Dated: 8/6/2023

CC: Copy of the above is forwarded to the following for information 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