

To Know Employee ID or iHRMS Code and Password

All employees are required to know their employee ID and password as this will remain same throughout their service period and will be used for various services in IHRMS portal.

This document explains how to obtain Employee ID/Code and password even without asking it from office establishment. Below are the steps involved in accessing the employee code and password:

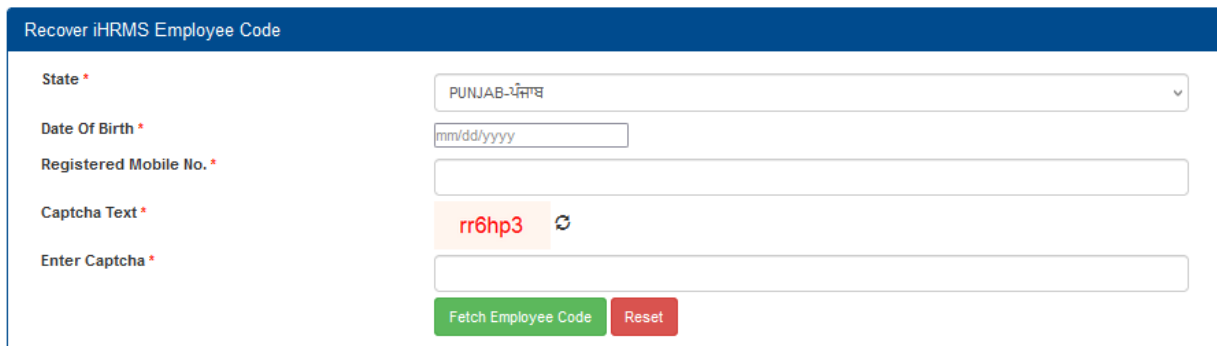
A. How to know Employee ID or User Code (User Name for iHRMS)

1. Visit web site <https://hrms.punjab.gov.in> and following screen will be shown and click {Get iHRMS Code} option as shown below



The screenshot shows the login interface of the iHRMS portal. At the top, there are links for 'AUTHORIZED LOGIN' and 'DEMO LOGIN', and a green button labeled 'GET IHRMS CODE' which is pointed to by a blue arrow. Below these are input fields for 'USERNAME' (containing 'ofcadm151') and 'PASSWORD' (masked with dots). There are radio buttons for 'Image Captcha' and 'Audio Captcha', with the image captcha selected. The image captcha displays the text '34hwn1'. Below the captcha is an 'Enter Captcha' input field. At the bottom, there are two buttons: 'LOGIN' and 'FORGOT PASSWORD?'. A security notice at the very bottom states: 'Your IP Address 103.66.208.28 is being monitored for security purposes.'

Once 'Get iHRMS Code' is clicked, you will be shown following screen:



The screenshot shows the 'Recover iHRMS Employee Code' form. It has a blue header with the title 'Recover iHRMS Employee Code'. The form contains the following fields and controls:

- State ***: A dropdown menu with 'PUNJAB-ਪੰਜਾਬ' selected.
- Date Of Birth ***: A text input field with a placeholder 'mm/dd/yyyy'.
- Registered Mobile No. ***: A text input field.
- Captcha Text ***: A text input field containing the captcha 'rr6hp3' and a refresh icon.
- Enter Captcha ***: A text input field for entering the captcha.
- At the bottom, there are two buttons: a green 'Fetch Employee Code' button and a red 'Reset' button.

2. Select state "Punjab" then enter Date of Birth.

3. After that enter your registered mobile number that is mobile number as entered by your DDO. If it is not entered correctly/old number is entered, you will not receive the OTP to fetch employee ID. If no OTP is received contact your Respective DDO and ask them to correct the mobile number intended for receiving the OTP.
4. Once correct mobile number is entered, enter CAPTCHA details as asked and then press Fetch Employee Code.
5. A message in pop up will be shown “Employee Code Sent Successfully to your mobile” if the details (DOB, mobile number and CAPTCHA) are entered correctly.
6. Press ‘OK’ the following screen, and a SMS as displayed below sample will be received on registered mobile displaying Employee ID/iHRMS code.