



(ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ)

(ਰਜਿ: ਦਫ਼ਤਰ: ਪੀ.ਐਸ.ਈ.ਬੀ., ਹੈੱਡ ਆਫਿਸ, ਦੀ ਮਾਲ, ਪਟਿਆਲਾ-147001, ਪੰਜਾਬ, ਭਾਰਤ)

ਕਾਰਪੋਰੇਟ ਆਇਡੈਂਟਿਟੀ ਨੰਬਰ:- U40109PB2010SGC033814

ਦਫ਼ਤਰ ਉਪ ਮੁੱਖ ਇੰਜ: /ਐੱਚ ਆਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ, ਸ਼ਕਤੀ ਸਦਨ, ਪਟਿਆਲਾ

ਈ.ਮੇਲ.: dysecy-estb@pstcl.org

ਟੈਲਿਫ਼ੋਨ ਨੰ:- 0175-2970693

ਵੈਬਸਾਈਟ: pstcl.org

To

1. Engineer in Chief/P&M, PSTCL, Ludhiana.
2. Engineer in Chief/HIS&D, PSTCL, Patiala.
3. Chief Engineer/TS, PSTCL, Patiala.
4. Chief Engineer/SLDC, PSTCL, Ablawal, Patiala.

Memo No.- 1035/1038 /Misc.-1045 Dated: 29/01/24

Subject:- Regarding Online Service Book of various employees in iHRMS.

A meeting regarding implementation of iHRMS was held in the chamber of Worthy Director/F&C, PSTCL on 18.01.2024, as per the discussion in the meeting the following instructions are issued to all regular employees and DDOs in PSTCL.

"PSTCL has on-boarded iHRMS of Punjab Govt. The service book & HR data related entries e.g. Basic details, Personal details, Address, Initial joining, qualification, service history, Nomination Details etc. have been updated for all regular employees who are working in PSTCL by respective DDOs. To ensure correctness of data entered in iHRMS viz a viz physical service book record & HR data, all employees working/posted in PSTCL are requested to check their respective details in iHRMS. In case of any discrepancy/correction/missing entry, the same may be intimated to the respective DDOs, so that necessary corrections could be made by 31.01.2024.

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.

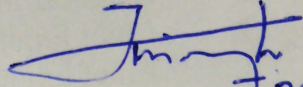
Special instructions for DDOs in PSTCL:

1. DDOs should promptly address and rectify any errors or missing entries in the iHRMS portal viz a viz physical service book of the employee. This is to ensure that service book be made online from 1st Feb, 2024, onwards in parallel with the physical service record of the employees. The procedure to correct HR data in the service book is available at www.pstcl.org → iHRMS → Information -> Procedure for Requesting and Approving Service Book Update.

2. DDOs must input all the transactions from the physical service book into iHRMS as per the already issued instructions by O/o Dy. CE/IT, PSTCL, Patiala available under www.pstcl.org → iHRMS → Information → Annexure-I.
3. In case of any request from the employee to change the existing service record beyond the physical service book & HR data, instructions issued from time to time should be followed.

This is for information and time bound compliance of above, please.

1039/1049
CCF 29/01/24


29/01/24
Dy. CE/HR & Admin.,
PSTCL, Patiala.

1. OSD to Director/ F&C, PSTCL, Patiala.
2. OSD to Director/ Technical, PSTCL, Patiala.
3. OSD to Director/ Admin., PSTCL, Patiala.
4. Dy. CE/IT, PSTCL, Patiala.