



USER GUIDE FOR
INITIATING / REPORTING / COUNTER SIGNING
OFFICERS AND DATA CORRECTION IN HRMIS

[FEBRUARY, 2026]
[Establishment Division, Islamabad]
(Version 2.0)

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1. LOGIN IN HRMIS

- 1.1 Open your web browser (Google Chrome is recommended).
- 1.2 Type the following URL into the address bar: <https://hrmis.establishment.gov.pk/>
- 1.3 Log in using the User ID and Password provided to you through telephonically and through SMS.

Note:

- **User id is your CNIC (no dashes e.g 1234567890123)**
- **Password is your CNIC without dashes trailing by the code received in**
- **SMS (-swT). Example: if your CNIC is 1234567890123, then password is**
- **1234567890123-swT**



Login

Email or CNIC (Without dashes)

Password



Remember me

[Forgot Password?](#)

Login

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2. INITIATING OFFICER

2.1 After logging in, your main Profile Dashboard will be displayed.

2.2 Click on the PER module button to access the Digital PER section.

The screenshot shows the HRMS Officer's Profile dashboard. The left sidebar contains navigation options: My Logbook, Home, PERs on Desk, Delayed PERs, Objected PERs, Change Password, and Log Out. The 'PER Module' option is circled in red. The main content area displays the following details:

Name:	MR test SO -	S/O, D/O, W/O, H/O:	test
CNIC:	123456789101	DOB:	25 Jan, 1993
Seniority No:	0	Place of Birth:	PISHIN
P No:	000	NTN No:	332345
Email:	systemanalyst@establishment.gov.pk	Mother Language:	Urdu
Phone:	03345411355	Other Language:	English
Passport No:	test	Occupational Group Service:	Office Management Group
Gender:	Male	Date of Joining Current Cadre/Service:	2021-03-05
Cadre/Ex-Cadre:	Cadre	Date of Joining Govt Services:	2021-03-05
Religion:	MUSLIM	Date of Superannuation:	2053-01-25
Appointment with Grade:	BS-17	Marital Status:	SINGLE
Domicile District:	Layyah	Other Nationality:	None
Officer Batch:	test		

The Profile Picture section shows a placeholder for 'TEST SO -' with the instruction: 'Only JPEG JPG and PNG type images are allowed'.

2.3 Click the Initiate PER button to begin the process of adding a new PER to your profile.

2.4 Optional: Search Records: Click the Search button to view your previous PERs.

The screenshot shows the HRMS PER Lists dashboard. The 'Initiate PER' button is circled in red. The dashboard displays the following information:

test SO -
Office Management Group(BS-18)
test

[Back to Profile](#) [Initiate PER](#)

As Reporting Officer: 0
As Countersigning Officer: 0
As 2nd Countersigning Officer: 0

Pending PERs 1 [Show/Hide](#)

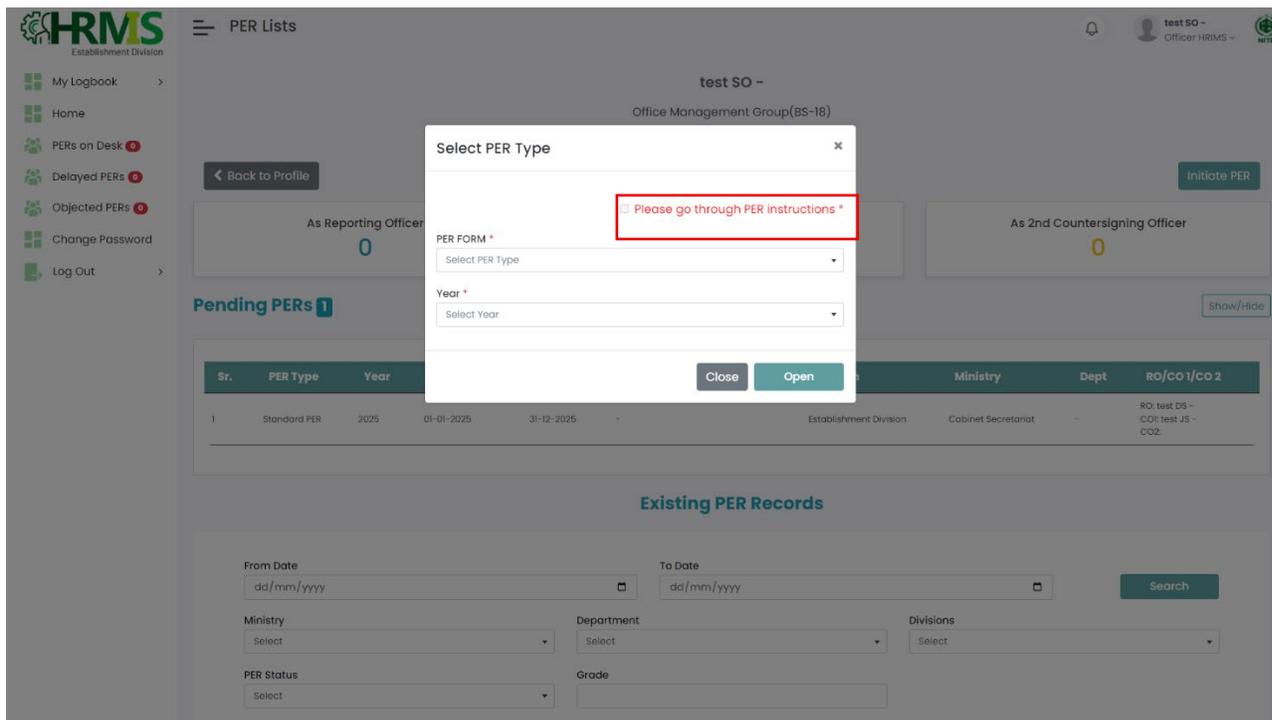
Sr.	PER Type	Year	Date From	Date To	Reported Officer Name	Division	Ministry	Dept	RO/co 1/co 2
1	Standard PER	2025	01-01-2025	31-12-2025	-	Establishment Division	Cabinet Secretariat	-	RO: test DS - CO: test JS - CO2:

Existing PER Records

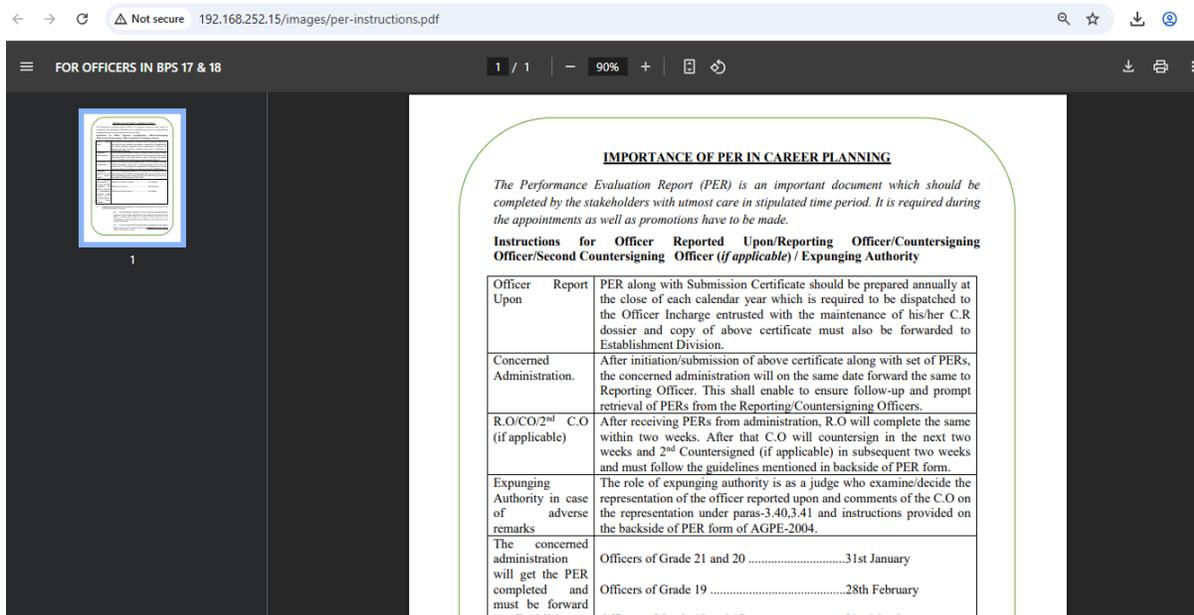
From Date: To Date: [Search](#)

Ministry: Department: Divisions:

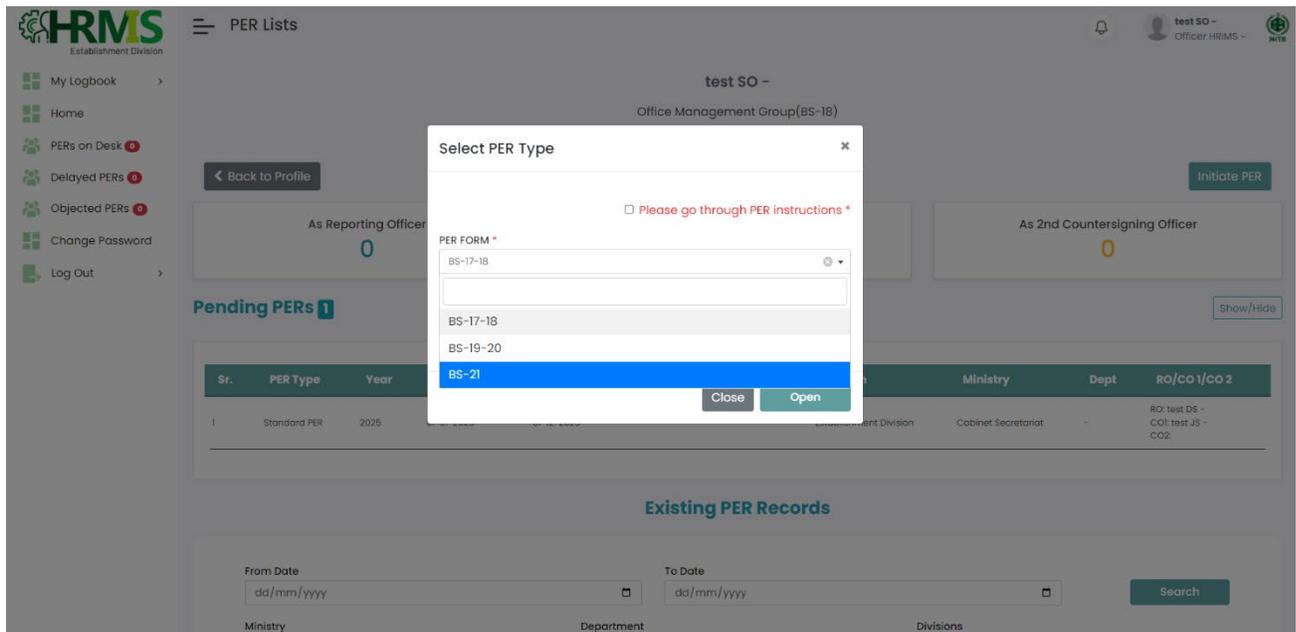
2.5 Review Instructions: Click on the Please go through PER Instructions link to open the instructions PDF document.



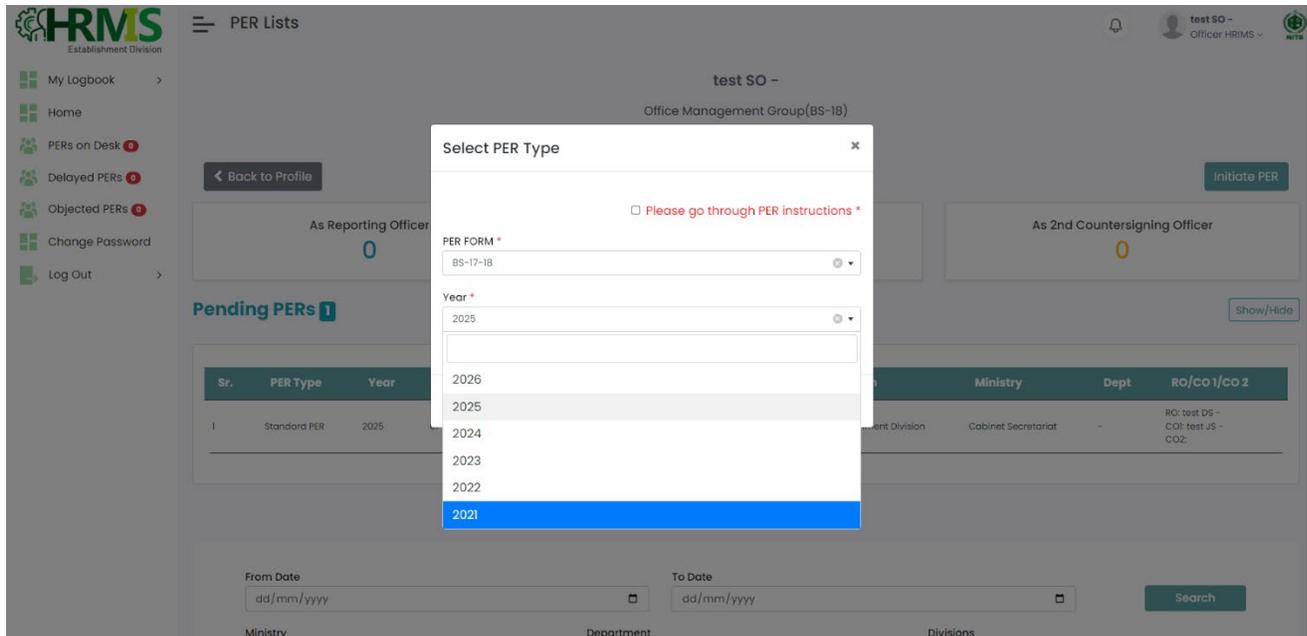
2.6 After reading the instructions, press the Check Box to confirm and proceed further.



2.7 Select the PER Form: Choose the desired PER Form based on your grade: (BS-17, 18), (BS-19, 20), or (BS-21).

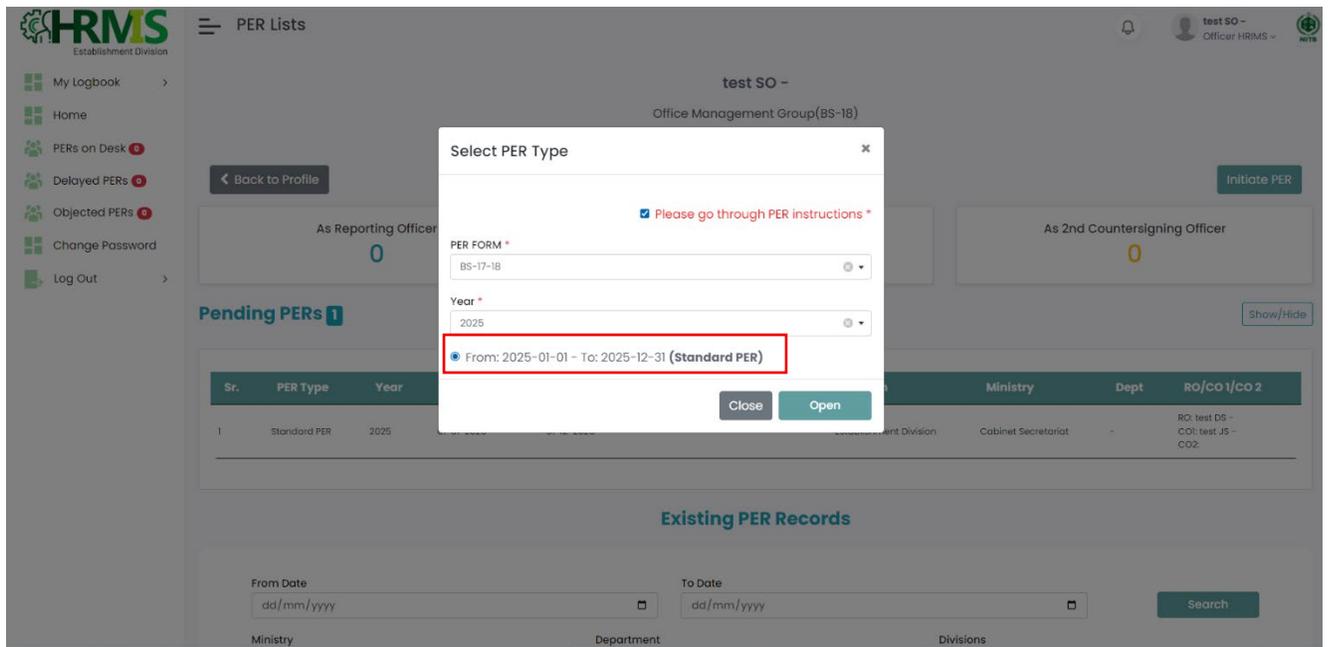


2.8 Select the corresponding PER Year. (2025)

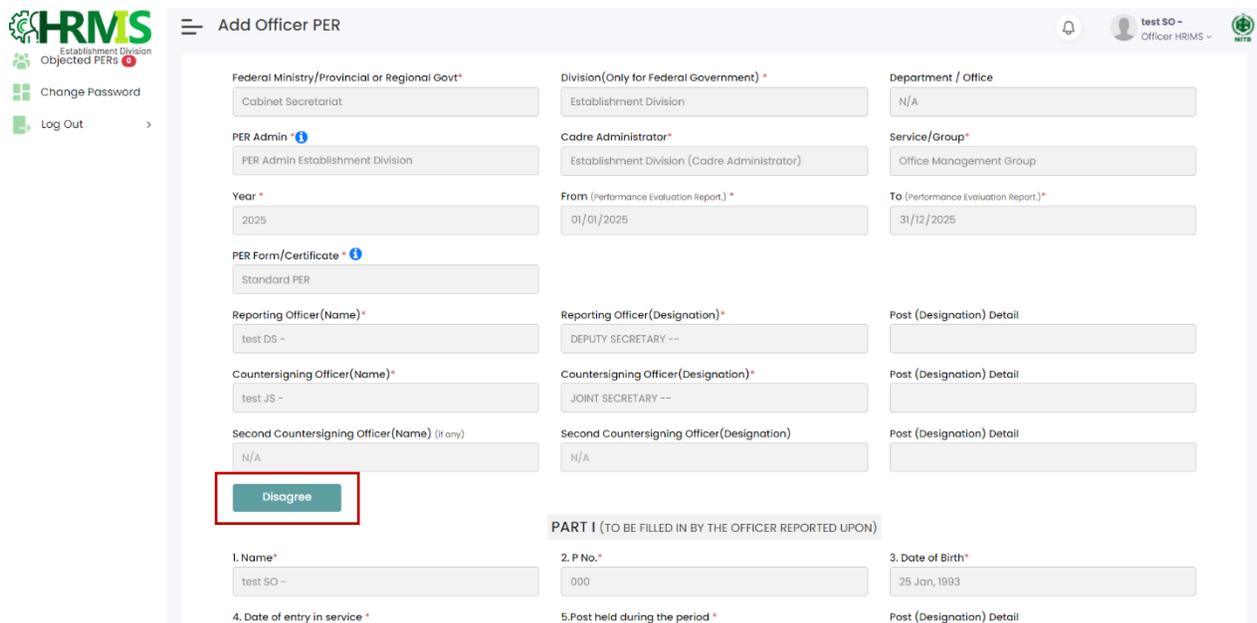


2.9 Choose the specific Period of the PER (e.g., date range).

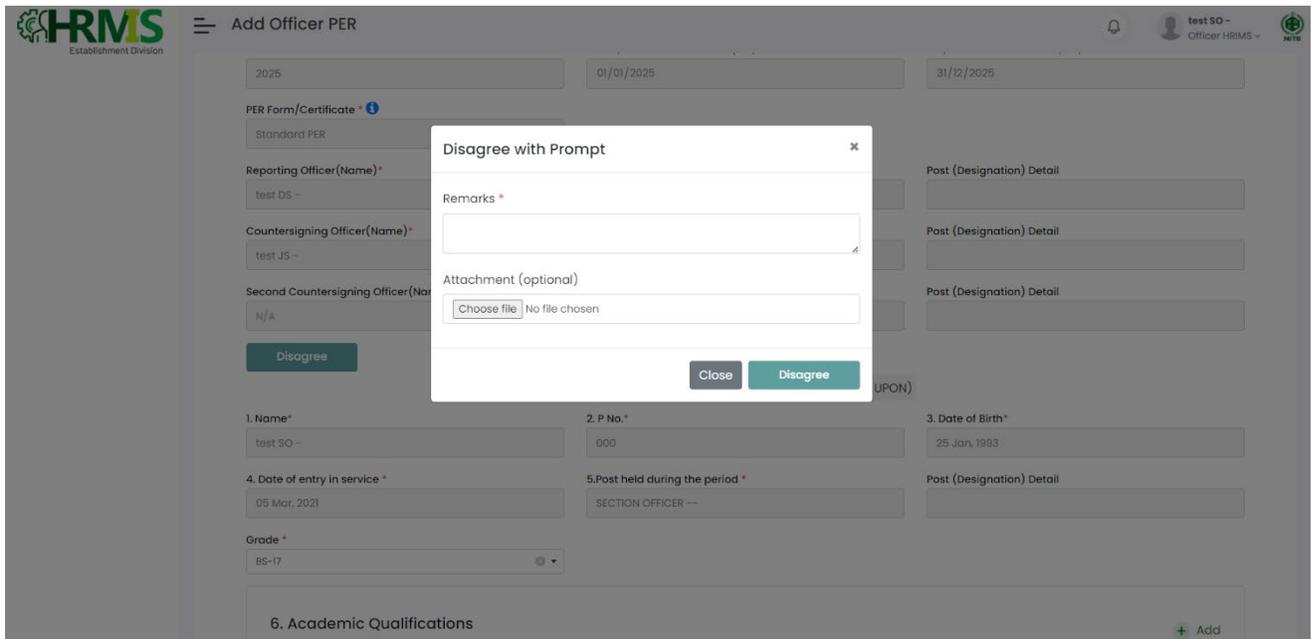
2.10 Click the Open button.



2.11 After clicking Open in the Add Officer PER screen, you will be prompted to select Agree or Disagree with the content.



2.12 If you click Disagree: You must add Remarks explaining your disagreement / Discrepancy and may choose to upload a supporting Attachment (if needed).



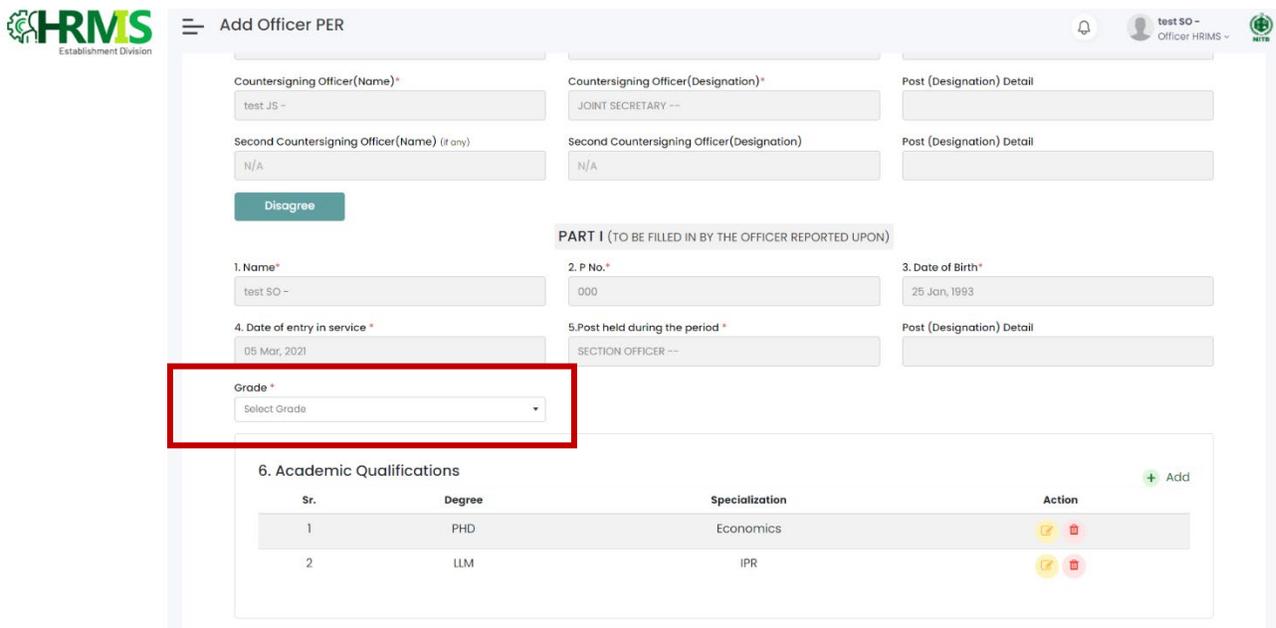
In Case of PLTM / RNR etc

2.13 Officer view the PLTM / RNR Certificate

2.14 PLTM Period Requirements: If the period is designated as PLTM, the officer must select the Grade for that duration.

2.15 Save and Submit: Saves the PER and submits it for processing.

2.16 Save Only: Saves the PER as a draft in the PER List for later editing and submission.



In Case of “STANDARD PER”

2.17 If the PER type is NOT Certificate, the officer may proceed to fill out Part I and Part II of the PER form.

The screenshot shows the 'Add Officer PER' form in the HRMS system. The form is divided into three main sections:

- 6. Academic Qualifications:** A table with columns for Sr., Degree, Specialization, and Action. It contains two records: Sr. 1 with Degree PHD and Specialization Economics; Sr. 2 with Degree LLM and Specialization IPR. A red box highlights the '+ Add' button in the top right corner of this section.
- 7. Knowledge of languages:** A table with columns for Sr., Name, Is Mother Language, and Action. It contains two records: Sr. 1 with Name Urdu and Is Mother Language Mother Language; Sr. 2 with Name English and Is Mother Language Other Language.
- 8. Training (received during the evaluation period.):** A table with columns for Sr., Institute, Type, Course, and Action. It currently shows 'There is no record under this section'.

2.18 The initiating officer may add his/her academic qualification. (optional)

Upon clicking add button the following pop-up screen will open.

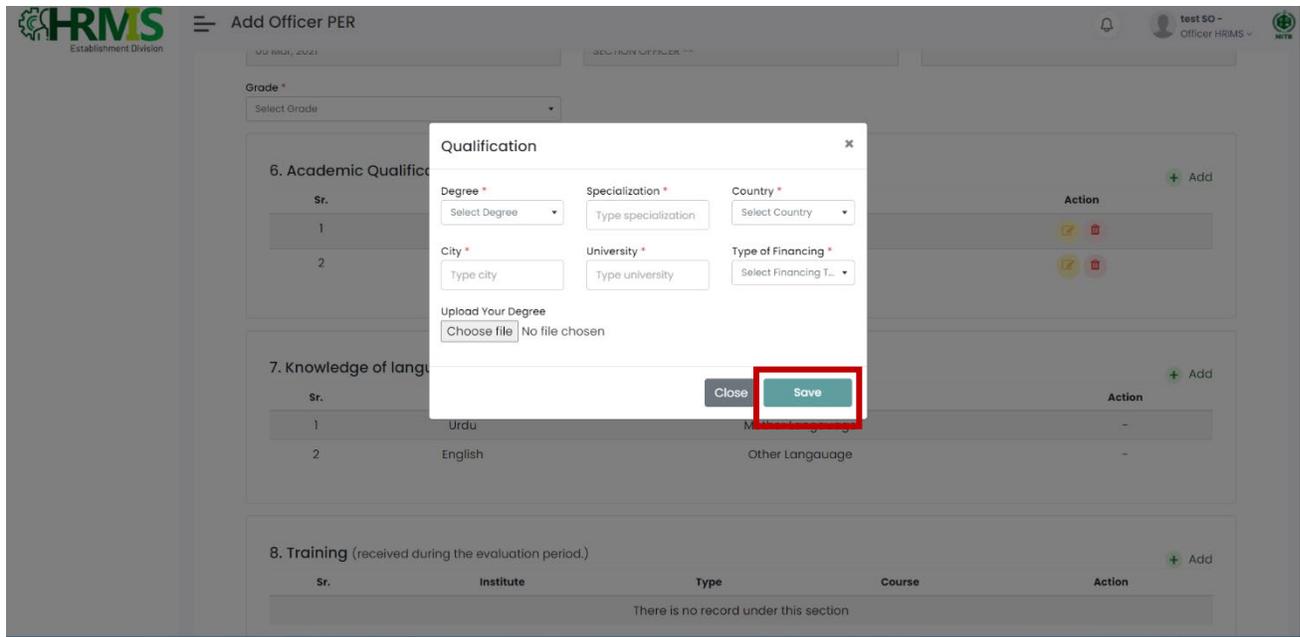
The screenshot shows the 'Add Officer PER' form with a 'Qualification' pop-up window open. The pop-up window contains the following fields:

- Degree ***: Select Degree (dropdown)
- Specialization ***: Type specialization (text input)
- Country ***: Select Country (dropdown)
- City ***: Type city (text input)
- University ***: Type university (text input)
- Type of Financing ***: Select Financing T... (dropdown)
- Upload Your Degree**: Choose file | No file chosen

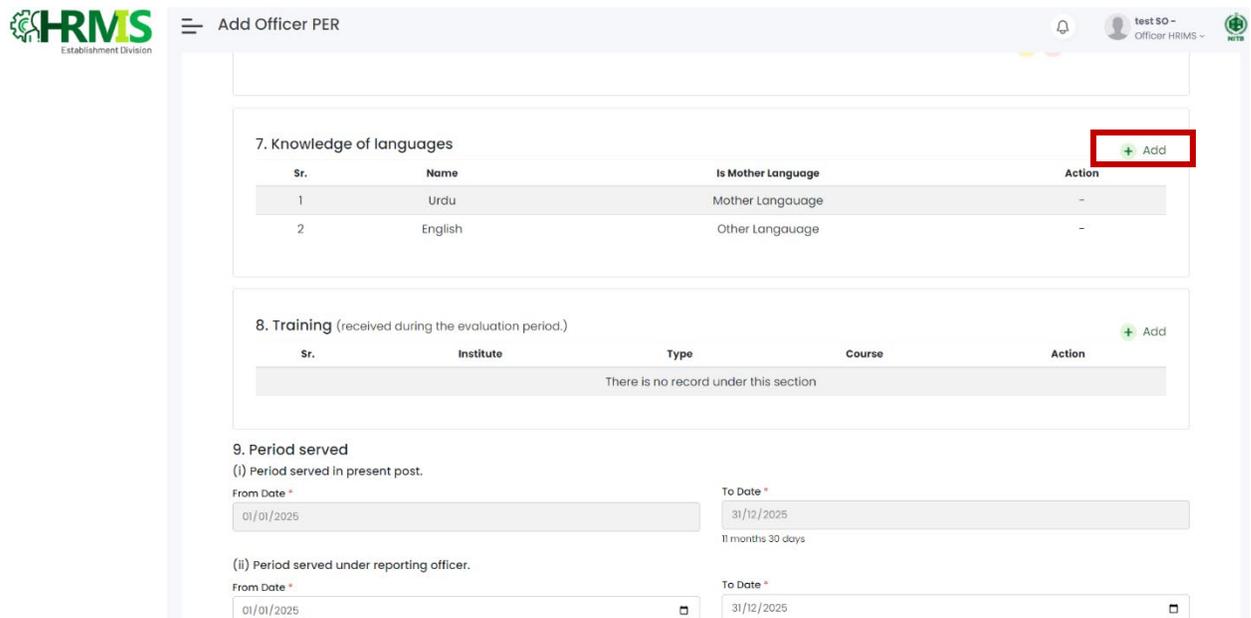
The pop-up window has 'Close' and 'Save' buttons at the bottom. The background form is dimmed, showing the same sections as in the previous screenshot.

2.19 After filling the qualification fields/columns press the “Save” button.

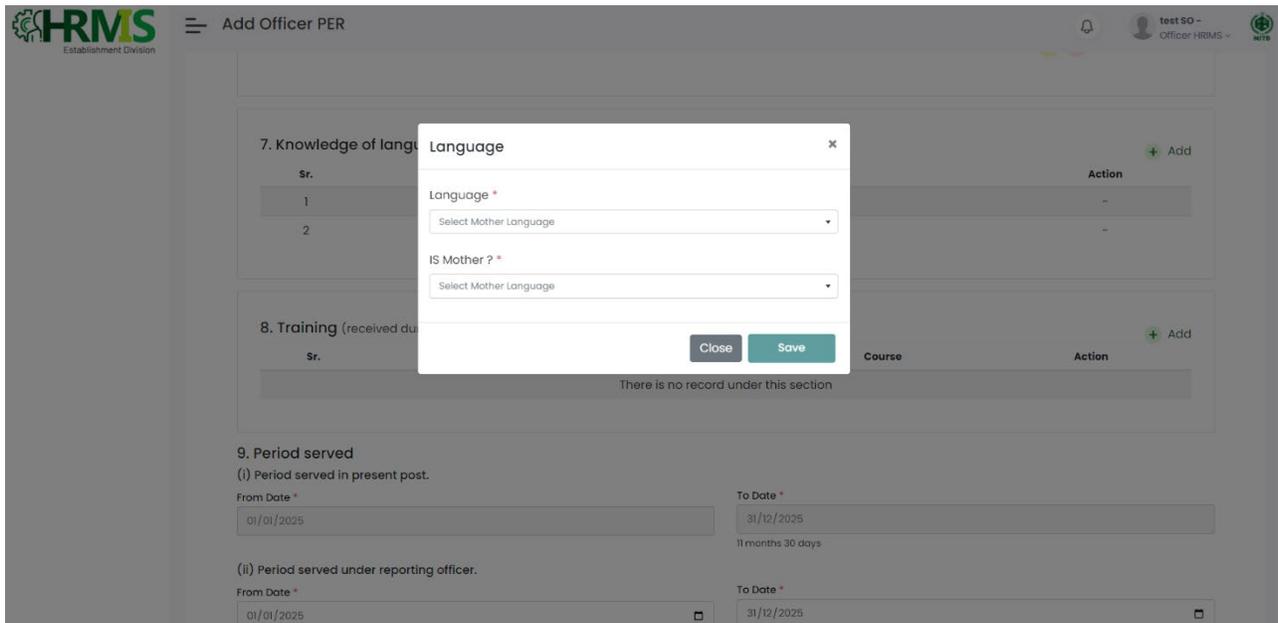
User can edit and delete qualifications entered by him / her.



2.20 The initiating officer may add his/her knowledge of languages by clicking the add button.

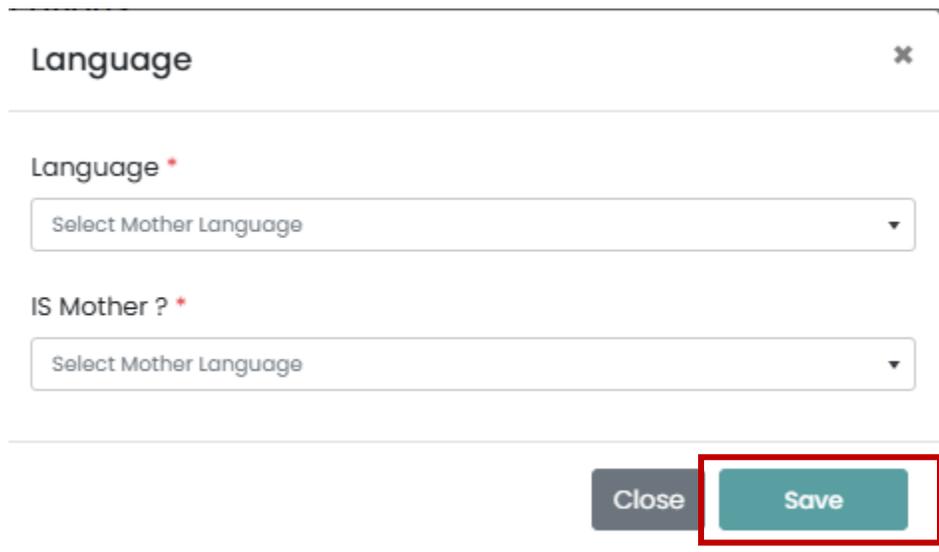


2.21 Upon clicking add button language the following pop-up screen will open.



2.22 After selecting the language, specify the language as Mother language or not as shown in screenshot and then click save.

User can edit and delete qualifications entered by him / her.



2.23 The initiating officer may add his/her Local / Foreign Training by clicking add button.

The mandatory trainings will be added by the Training wing only user can not add it.

The screenshot shows the 'Add Officer PER' form in the HRMS system. The '8. Training' section is highlighted, showing a table with columns for Sr., Institute, Type, Course, and Action. A red box highlights the '+ Add' button in the top right corner of this section. Below the table, there is a section for '9. Period served' with two sub-sections: (i) Period served in present post and (ii) Period served under reporting officer. Each sub-section has 'From Date' and 'To Date' fields. Below this is 'PART II (TO BE FILLED IN BY THE OFFICER REPORTED UPON)' with a '1. Job Description' section containing a rich text editor and a '2. Brief account of performance on the job during the period supported by statistical data where possible. Targets given and actual performance against such targets should be highlighted. Reasons for shortfall, if any may also be stated' section.

2.24 After filling the Training proforma and upload attachment (if any) press the save button.

The screenshot shows the 'Add Officer PER' form with a 'Foreign Training' modal dialog box open. The dialog box contains the following fields: 'Title of Course *' (text input), 'Type *' (dropdown menu), 'Institution *' (text input), 'Country *' (dropdown menu), 'Duration From *' (date input), 'Duration To *' (date input), 'Type of Financing *' (dropdown menu), and 'Upload' (file upload button). The 'Save' button at the bottom right of the dialog box is highlighted in a red box. The background shows the same form as in the previous screenshot, but it is dimmed.

2.25 Fill the rest of the fields on the lines of manual PER and at the end of the page you either select ONE option button

2.26 “SAVE ONLY” (if you want to save changes and submit later),

“SAVE AND SUBMIT” (if you want to save and submit),

“BACK” (if you want to discard the changes)”.

2.27 After “Save and Submit” the screen displayed as below and you can check the newly added PER in the PER list.

Sr.	PER Type	Date From	Date To	Post	Grade	Division	Ministry	Department	Attachment	Adverse / Online	Status	Action
1	Standard PER	2025-01-01	2025-12-31	SECTION OFFICER	BS-17	Establishment Division	Cabinet Secretariat			NO Online	In Process	
2	Standard PER	2023-01-01	2023-06-29	SECTION OFFICER	BS-17	Establishment Division	Cabinet Secretariat	View		NO Online	Completed	
3	Standard PER	2022-01-03	2022-01-24	SECTION OFFICER	BS-17	Establishment Division	Cabinet Secretariat			NO Online	Completed	
4	Standard PER	2023-01-09	2023-09-21	SECTION OFFICER	BS-17	Establishment Division	Cabinet Secretariat			NO Online	In Process	
5	Standard PER	2023-09-09	2023-12-31	SECTION OFFICER	BS-17	Establishment Division	Cabinet Secretariat			YES Online	Completed	
6	Standard PER	2022-01-01	2022-05-05	SECTION OFFICER	BS-17	Defence Division	Ministry of Defence			NO Online	In Process	

2.28 If a PER is saved Only and not submitted it will appear in the PER List where you can select on the edit option and make any changes if required and then it can be submitted.

The screenshot displays the 'PER Lists' interface in the HRMS system. At the top left is the HRMS Establishment Division logo. The page title is 'PER Lists'. On the right, there is a user profile for 'test SO - Officer HRMS'. Below the header, there are several filter dropdowns: Ministry, Department, Divisions, PER Status, and Grade. A search bar is located above the table, with 'Excel' and 'PDF' buttons to its right. The table contains six rows of 'Standard PER' data. The first row is highlighted with a red box around the 'In Progress' status and the 'Action' icon.

Sr.	PER Type	Date From	Date To	Post	Grade	Division	Ministry	Department	Attachment	Adverse / Online	Status	Action
1	Standard PER	2025-01-01	2025-12-31	SECTION OFFICER ---	BS-17	Establishment Division	Cabinet Secretariat			NO Online	In Progress	
2	Standard PER	2023-01-01	2023-06-29	SECTION OFFICER ---	BS-17	Establishment Division	Cabinet Secretariat	View		NO Online	Completed	
3	Standard PER	2022-01-03	2022-01-24	SECTION OFFICER ---	BS-17	Establishment Division	Cabinet Secretariat			NO Online	Completed	
4	Standard PER	2023-01-09	2023-09-21	SECTION OFFICER ---	BS-17	Establishment Division	Cabinet Secretariat			NO Online	In Progress	
5	Standard PER	2023-09-09	2023-12-31	SECTION OFFICER ---	BS-17	Establishment Division	Cabinet Secretariat	---		YES Online	Completed	
6	Standard PER	2022-01-01	2022-05-05	SECTION OFFICER ---	BS-17	Defence Division	Ministry of Defence			NO Online	In Progress	

3. REPORTING OFFICER

3.1 After login, system will display new/pending PERs to be written as Reporting Officer in the left menu titled “OFFICER’s PERS ON DESK”, click on this to check the received PER from Admin

3.2 Click on show button to view the PER to act as shown in below screenshot.

The screenshot displays the HRMS Establishment Division interface. The left sidebar contains navigation options: My Logbook, Home, PERs on Desk (highlighted with a red box and a notification badge), Delayed PERs, Objected PERs, Change Password, and Log Out. The main content area is titled 'PER Lists' and features a search bar and a table of entries. The table has the following columns: Sr., PER Type, Date From, Date To, Officer's Name, From, Post, Grade, Division, Ministry, Dept, RO/CO 1/CO 2, Adverse, Received Date, and Action. A single entry is shown with the following details: Sr. 1, PER Type Standard PER, Date From 2025-01-01, Date To 2025-12-31, Officer's Name test SO, From test SO (highlighted with a red box), Post SECTION OFFICER, Grade BS-17, Division Establishment Division, Ministry Cabinet Secretariat, Dept, RO/CO 1/CO 2 test DS - / test JS - /, Adverse (green checkmark), Received Date 28-01-2026, and Action (containing a red 'X' icon and a blue right-pointing arrow icon, both highlighted with red boxes). Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

3.3 Note: Reporting Officer (RO) checked and verify the details of PER e.g (names of Reporting Officer PER and the Period Under his tenure as Reporting Officer (RO) Date (from & to)) if it is correct then Continue to Write PER otherwise return the PER to the “PER Admin” with comments for correction. By pressing the “Red” icon.

3.4 After clicking the view icon in action, the following screen will display details of officer’s PER

3.5 Click on “Write PER” button to write the PER:

3.6 Click on “Back” button if you want to write it later.

- My Logbook >
- Home
- PERs on Desk 1
- Delayed PERs 1
- Objected PERs 1
- Change Password
- Log Out >



MR test SO -

Occupational Group: Office Management Group(.S.C.A / SEED ANALYST BS-18)

Back

Write PER

Personal Details

P No: 000
Service/Group: Office Management Group
Date of Birth: 25 Jan, 1993
Date of Joining Government Service: 05 Mar, 2021
Post: SECTION OFFICER --
PR Type: BS-17-18
Attachment:

Grade: BS-17
Federal Ministry/Provincial or Regional Govt: Cabinet Secretariat
Division(Only for Federal Government): Establishment Division
Post (Designation) Detail: -
Department / Office:
From / To: 01 Jan, 2025 - 31 Dec, 2025
PER Form/Certificate: Standard PER

From Date (Period served in present post.): 01 Jan, 2025
From Date (Period served under reporting officer.): 01 Jan, 2025

To Date (Period served in present post.): 31 Dec, 2025 (11 months 30 days)
To Date (Period served under reporting officer.): 31 Dec, 2025 (11 months 30 days)

Reporting Officer Name: test DS -
RO Post (Designation) Detail:
Countersigning Officer(Name): test JS -
CO Post (Designation) Detail:
Second Countersigning Officer(Name):

Reporting Officer Designation: DEPUTY SECRETARY --
Countersigning Officer(Designation): JOINT SECRETARY --
Second Countersigning Officer(Designation):
Cadre Administrator: Establishment Division (Cadre Administrator)

- 3.7 Click the desired option in **Part-3 of PER**
- 3.8 “SAVE ONLY” (if you want to save changes and submit later),
- 3.9 “SAVE AND SUBMIT” (if you want to save and submit), the PER will move to Par-4 for further processing.
- 3.10 “BACK” (if you want to discard the changes)”.

The screenshot displays the HRMS Establishment Division interface. The main content area shows a performance evaluation form with the following sections and options:

Section	Rating	Associated Trait
5 Financial responsibility Exercises due care and discipline	1 (selected)	Irresponsible
6(1) Relation with Superiors - Cooperative and trusted	1 (selected)	Un-cooperative
6(2) Relation with Colleagues Works well in a team	1 (selected)	Difficult colleague
6(3) Relation with Subordinates Subordinates - Courteous and effective; encouraging	1 (selected)	Discourteous and intolerant;
7 Behavior with public Courteous and helpful	1 (selected)	Arrogant, discourteous and indifferent
8 Ability to decide routine matters Logical and decisive	1 (selected)	Indecisive; Vacillating
9 Knowledge of relevant laws rules regulations instructions and procedures Exceptionally well informed, keeps abreast of latest developments.	1 (selected)	Ignorant and Uninformed.

At the bottom of the form, there are three buttons: **Save Only**, **Save and Submit**, and **Back**.

- 3.11 In the **Part-4** the RO Press either:
- 3.12 “SAVE ONLY” (if you want to save changes and submit later),
- 3.13 “SAVE AND SUBMIT” (if you want to save and submit),
- 3.14 “BACK” (if you want to discard the changes)”.
- 3.15 After “SAVE AND SUBMIT” the PER will forward it to Counter Signing officer for further processing.

The screenshot shows the 'PART IV (REPORTING OFFICER'S EVALUATION.)' section of the HRMS interface. It includes a text area for comments and two evaluation tables. The first table evaluates 'Quality of work' and 'Output of work' with options A, B, C, and D. The second table evaluates 'Integrity (Morality, uprightness and honesty)' with options A, B, C, and D. The 'Save Only', 'Save and Submit', and 'Back' buttons are highlighted with a red box at the bottom of the page.

The screenshot shows the '6. Overall grading' and '7. Fitness for promotion' sections of the HRMS interface. The 'Overall grading' section has options for Very Good, Good, Average, Below Average, and Outstanding. The 'Fitness for promotion' section has options for Fit for promotion, Recently promoted/appointed assessment premature, Not yet fit for promotion, and Unlikely to progress further. The 'Save Only', 'Save and Submit', and 'Back' buttons are highlighted with a red box at the bottom of the page.

NOTE: In this case, when an outstanding option is selected in the grading, a text box automatically appears and officers must write comments to save the choice.

4. COUNTERSIGNING OFFICER

- 4.1 After login, system will display new/pending PERs to be written as Countersigning Officer in the left menu titled “OFFICER’s PERS ON DESK”, click on this to check the received PER from Admin
- 4.2 Click on show button to view the PER to act as shown in below screenshot.

The screenshot shows the HRMS 'PER Lists' interface. On the left sidebar, the 'PERs on Desk' menu item is highlighted with a red box. The main content area displays a table of PER entries. The table has the following columns: Sr., PER Type, Date From, Date To, Officer's Name, From, Post, Grade, Division, Ministry, Dept, RO/CO 1/CO 2, Adverse, Received Date, and Action. The first entry is a 'Standard PER' with a 'Red' icon in the 'Action' column, which is also highlighted with a red box. The interface includes a search bar, a 'Show 10 Entries' dropdown, and a 'Previous 1 Next' pagination control.

Sr.	PER Type	Date From	Date To	Officer's Name	From	Post	Grade	Division	Ministry	Dept	RO/CO 1/CO 2	Adverse	Received Date	Action
1	Standard PER	2025-01-01	2025-12-31	test SO -	test DS -	SECTION OFFICER	BS-17	Establishment Division	Cabinet Secretariat		test DS - / test JS - /		28-01-2026	

- 4.3 Note: Counter Signing Officer (RO) checked and verify the details of PER e.g (name of Counter Signing Officer of PER and the Period Under his tenure as Counter Signing Officer (CO) Date (from & to)) if it is correct then Continue to Write PER otherwise return the PER to the “PER Admin” with comments for correction. By pressing the “Red” icon.
- 4.4 After clicking the view icon in action, the following screen will display details of officer’s PER
- 4.5 Click on “Write PER” button to write the PER:
- 4.6 Click on “Back” button if you want to write it later

- My Logbook >
- Home
- PERs on Desk 1
- Delayed PERs 0
- Objected PERs 0
- Change Password
- Log Out >



MR test SO -

Occupational Group: Office Management Group(S.C.A / SEED ANALYST BS-18)

Back

Write PER

Personal Details

P No: 000
Service/Group: Office Management Group
Date of Birth: 25 Jan, 1993
Date of Joining Government Service: 05 Mar, 2021
Post: SECTION OFFICER --
PR Type: BS-17-18
Attachment:

Grade: BS-17
Federal Ministry/Provincial or Regional Govt: Cabinet Secretariat
Division(Only for Federal Government): Establishment Division
Post (Designation) Detail: -
Department / Office:
From / To: 01 Jan, 2025 - 31 Dec, 2025
PER Form/Certificate: Standard PER

From Date (Period served in present post.): 01 Jan, 2025
From Date (Period served under reporting officer.): 01 Jan, 2025

To Date (Period served in present post): 31 Dec, 2025 (11 months 30 days)
To Date (Period served under reporting officer.): 31 Dec, 2025 (11 months 30 days)

Reporting Officer Name: test DS -
RO Post (Designation) Detail:
Countersigning Officer(Name): test JS -
CO Post (Designation) Detail:
Second Countersigning Officer(Name):

Reporting Officer Designation: DEPUTY SECRETARY --
Countersigning Officer(Designation): JOINT SECRETARY --
Second Countersigning Officer(Designation):
Cadre Administrator: Establishment Division (Cadre Administrator)

4.7 In the Part-5 the CO fill the required fields/columns

HRMS Establishment Division

(BS-18)
test

PART V (REMARKS OF THE COUNTERSIGNING OFFICER)

1. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons

Paragraph **B I** [Rich Text Editor]

2. Evaluation of the quality of assessment made by the reporting officer

Sr.	Exaggerated	Fair	Biased
1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

3. Overall grading

Sr.	Very Good	Good	Average	Below Average
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Outstanding

4.8 In case officer want to mark **PER as an adverse**? “Adverse” based on the comments of the “Reporting Officer” (RO) CO have to select this check box to mark PER as an adverse. A text box automatically appears and officers must write/reproduce adverse remarks to save the adverse PER

I hereby confirm that this is an adverse PER

Name of countersigning officer* test_JS -

Designation* JOINT SECRETARY ---

Date 28/01/2026

Save Only **Save and Submit** **Back**

4.9 “SAVE ONLY” (if you want to save changes and submit later),

4.10 “SAVE AND SUBMIT” (if you want to save and submit),

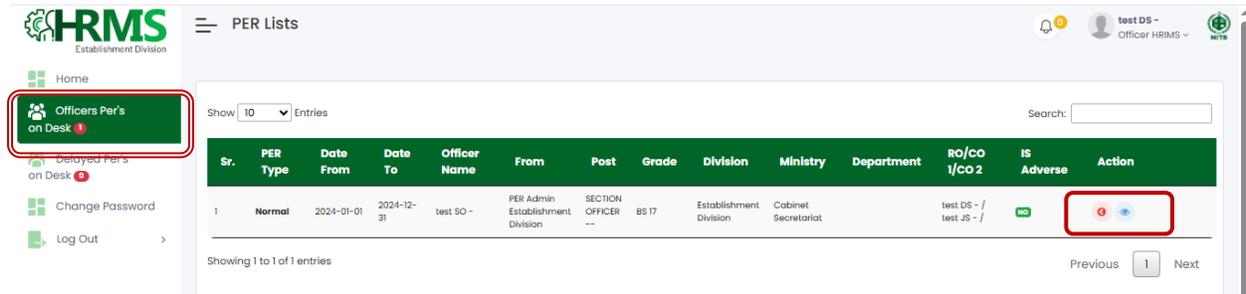
4.11 “BACK” (if you want to discard the changes)”.

After “SAVE AND SUBMIT” the PER will move to the “PER ADMIN” and then PER Admin will forward it to “Cadre Administrator” for further processing.

NOTE: In this case, when an outstanding option is selected in the grading, a text box automatically appears and officers must write comments to save the choice.

5. 2nd COUNTERSIGNING OFFICER

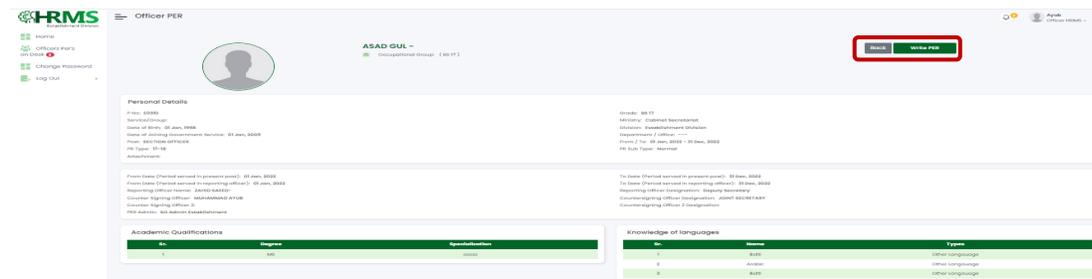
- 5.1 After login, system will display new/pending PERs to be written as Countersigning Officer in the left menu titled “OFFICER’S PERS ON DESK”, click on this to check the received PER from Admin
- 5.2 Click on show button to view the PER to act as shown in below screenshot.



The screenshot shows the HRMS interface for an Officer. The left sidebar has a menu item "Officers Per's on Desk" highlighted with a red box. The main content area displays a table of pending PERs. The table has columns: Sr., PER Type, Date From, Date To, Officer Name, From, Post, Grade, Division, Ministry, Department, RO/CO 1/CO 2, IS Adverse, and Action. A red box highlights the "Action" column for the first entry, which contains a "Red" icon (a circle with a diagonal line) and a "View" icon (an eye).

Sr.	PER Type	Date From	Date To	Officer Name	From	Post	Grade	Division	Ministry	Department	RO/CO 1/CO 2	IS Adverse	Action
1	Normal	2024-01-01	2024-12-31	test SO -	PER Admin Establishment Division	SECTION OFFICER	BS 17	Establishment Division	Cabinet Secretariat		test DS - / test AS - /	NO	 

- 5.3 Note: 2nd Counter Signing Officer checked and verify the details of PER e.g (name of 2nd Counter Signing Officer of PER and the Period Under his tenure Date (from & to)) if it is correct then Continue to Write PER otherwise return the PER to the “PER Admin” with comments for correction. By pressing the “Red” icon.
- 5.4 After clicking the view icon in action, the following screen will display details of officer’s PER
- 5.5 Click on “Write PER” button to write the PER:
- 5.6 Click on “Back” button if you want to write it later



The screenshot shows the "Officer PER" details page for ASAD GUL. The page includes a profile picture, name, and various fields for personal and professional details. At the top right, there are two buttons: "Back" and "Write PER", both highlighted with red boxes. The page is divided into sections for Personal Details, Academic Qualifications, and Knowledge of Languages.

Personal Details

FN No: 0000	Grade: BS 17
Identification:	Ministry: Establishment Division
Date of Birth: 01 Jan, 1988	Division: Establishment Division
Date of joining Government Service: 01 Jan, 2008	Reporting Officer: ---
Post: MR Trade Officer	From 1 To: 01 Jan, 2008 - 01 Nov, 2008
PK Spec: 0118	PK Spec Type: Regular
Attendance:	
From Date (First served to present post): 01 Jan, 2008	To Date (First served to present post): 01 Nov, 2008
From Date (First served to reporting officer): 01 Jan, 2008	To Date (First served to reporting officer): 01 Nov, 2008
Reporting Officer Name: ASAD GUL	Reporting Officer Designation: Regular Secretary
Counter Signing Officer: HANDESAH ARAN	Counter Signing Officer Designation: Joint Secretaire
Counter Signing Officer ID: ---	Counter Signing Officer ID Designation: ---
MR Admin: As Admin Establishment	

Academic Qualifications

No	Degree	Qualification
1	MA	MA

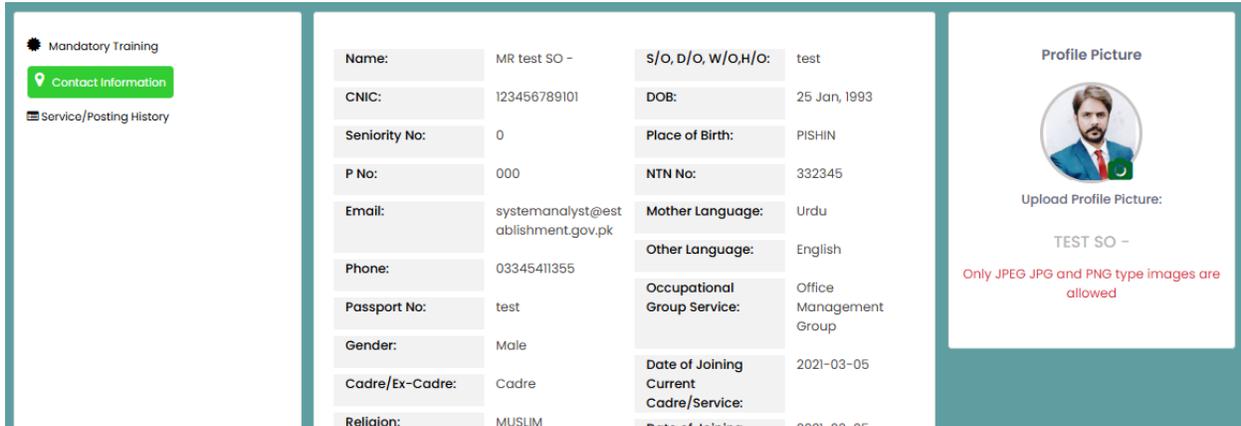
Knowledge of Languages

No	Name	Type
1	Urdu	Other Language
2	Urdu	Other Language
3	Urdu	Other Language

- 5.7 In the Part-6 the 2nd CO fill the required fields/columns
- 5.8 “SAVE ONLY” (if you want to save changes and submit later),
- 5.9 “SAVE AND SUBMIT” (if you want to save and submit),
- 5.10 “BACK” (if you want to discard the changes).
After “SAVE AND SUBMIT” the PER will move to the “PER ADMIN” and then PER Admin will forward it to “Cadre Administrator” for further processing.

6. VIEW / UPDATE PROFILE PICTURE

2.1 After successfully logging in, you will see Profile Picture is visible on your profile dashboard.



The screenshot displays a user profile dashboard with three main sections:

- Left Sidebar:** Contains navigation options: "Mandatory Training", "Contact Information" (highlighted in green), and "Service/Posting History".
- Center Section:** A grid of personal and professional details.

Name:	MR test SO -	S/O, D/O, W/O, H/O:	test
CNIC:	123456789101	DOB:	25 Jan, 1993
Seniority No:	0	Place of Birth:	PISHIN
P No:	000	NTN No:	332345
Email:	systemanalyst@establishment.gov.pk	Mother Language:	Urdu
Phone:	03345411355	Other Language:	English
Passport No:	test	Occupational Group Service:	Office Management Group
Gender:	Male	Date of Joining Current Cadre/Service:	2021-03-05
Cadre/Ex-Cadre:	Cadre	Date of Joining	2021-03-05
Religion:	MUSLIM		
- Right Section:** Titled "Profile Picture", it shows a circular profile picture of a man with a beard. Below the image, it says "Upload Profile Picture:" and "TEST SO -". A red note at the bottom states: "Only JPEG JPG and PNG type images are allowed".

2.2 To change the profile picture click on "Green Camera Icon" browse the picture you want to update and Click Open; the profile picture will be updated.

Note: Only JPEG, JPG, and PNG type images are allowed

7. VIEW / UPDATE BASIC PROFILE INFORMATION

NEW: Officers can now update certain personal profile fields directly from the system.

Note: (Changes to these fields are saved immediately without requiring admin approval)

View Your Profile

- 7.1. After logging in, your basic profile information is displayed on the dashboard (Name, CNIC, DOB, Gender, Religion, etc.).
- 7.2. Review your profile details for accuracy.

Name:		S/O, D/O, W/O,H/O:	
CNIC:		DOB:	18 Jan, 1992
Seniority No:		Place of Birth:	ISLAMABAD
P No:		NTN No:	001
Email:		Mother Language:	Punjabi
Phone:		Other Language:	English, Urdu, Punjabi
Passport No:		Occupational Group Service:	Office Management Group
Gender:	Male	Date of Joining Current Cadre/ Service:	2017-09-18
Cadre/Ex-Cadre:	Cadre	Date of Joining Govt Services:	2017-09-18
Religion:	MUSLIM	Date of Superannuation:	2052-01-18
Appointment with Grade:	BS-17	Marital Status:	MARRIED
Domicile District:	Islamabad	Other Nationality:	None
Officer Batch:	-		

Edit Your Profile

- 7.3. Click the "Edit" button located in the top-right area of the profile page (in the breadcrumb/header section).
- 7.4. The Edit Profile form will appear showing editable fields.
- 7.5. Update the fields as needed (see editable fields table below).
- 7.6. Click the "Save" button to save your changes.
- 7.7. Click "Back" to return to the profile view without saving.

Prefix Mr. <input type="text"/>	S/O, D/O, W/O * TARIQ ALI KHAN <input type="text"/>	Passport No * - <input type="text"/>
NTN Number * 001 <input type="text"/>	Gender * Male <input type="text"/>	Mother Language * Punjabi <input type="text"/>
Other Language * <input type="text"/> English <input type="text"/> Punjabi <input type="text"/> Urdu <input type="text"/>	Religion * MUSLIM <input type="text"/>	Marital Status * MARRIED <input type="text"/>
Foreign Training * Yes <input type="text"/>		

Editable Fields:

Field	Description	Required
Prefix	Select Mr., Ms., or Mrs.	No
S/O, D/O, W/O, H/O (Guardian)	Enter guardian name	Yes
Passport No	Enter your passport number	Yes
NTN Number	Enter your National Tax Number	Yes
Gender	Select your gender	Yes
Religion	Select your religion	Yes
Marital Status	Select your marital status	Yes
Mother Language	Select your mother language	Yes
Other Languages	Select one or more additional languages	Yes
Foreign Training	Select Yes or No	Yes

Non-Editable Fields (Locked):

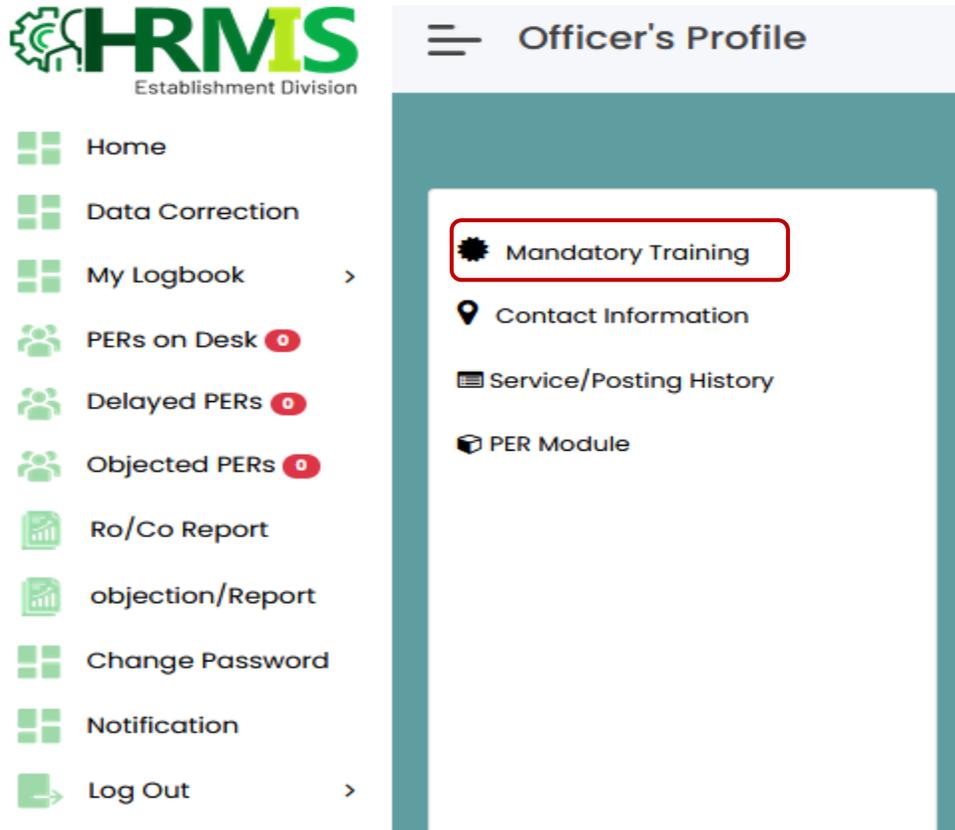
The following fields cannot be changed by officers directly. For corrections to these fields, an email must be sent to: **Deputy Director (Personnel Document-I)**, Email: ddpd1@establishment.gov.pk. The request must include justification and relevant documentary evidence.

Locked Fields
Name (First, Middle, Last)
CNIC
Date of Birth
Place of Birth
Email
Phone
Cadre / Ex-Cadre
Occupational Group Service
Appointment Grade / Current Grade
Date of Joining
Domicile (Province / District)

8. VIEW / UPDATE MANDATORY TRAINING

When you add or edit a training record, the system creates a Change Request that is sent to the Admin for review. The Admin can approve or reject your changes. You can track the status of your request.

- 8.1. After successfully logging in, click on the "Mandatory Training" tab visible on the left side of your profile dashboard.



- 8.2. You will see a list of your mandatory training records with columns: Sr., Type, Institution, Course, Duration From, Duration To, Verified, Action.

The screenshot shows a table of mandatory training records. At the top, there is a 'Back to Profile' button and an 'Add' button. Below the table, there is a search bar and a 'Showing 1 to 2 of 2 entries' indicator. The table has columns for Sr., Type, Institution, Course, Duration from, Duration to, Verified, and Action.

Sr.	Type	Institution	Course	Duration from	Duration to	Verified	Action
1	NMC	CIMLA-LHR	22	2025-07-16	2026-02-03	✓	  
2	CTP	CSA-LHR	CTP	2017-09-18	2018-03-28	✓	  

Add a New Training Record (If a Mandatory Training you have completed is missing from the list)

8.3. Click the "Add" button located at the top-right corner of the training list.

8.4. The "Add Training" form will appear. Fill in all the required fields:

Field	Description	Required
Type	Select the training type (e.g., CTP, MCMC, STP, NMC)	Yes
Institution	Select the training institution	Yes
Batch Number	Enter batch number (e.g., "30 CTP" or "28 MCMC")	Yes
Duration From	Select the start date of training	Yes
Duration To	Select the end date of training	Yes
Score	Enter your score (if applicable)	No
Upload	Attach training certificate (file upload)	No

8.5. Click the "Save" button to submit. A Change Request will be created and sent to the Admin for approval.

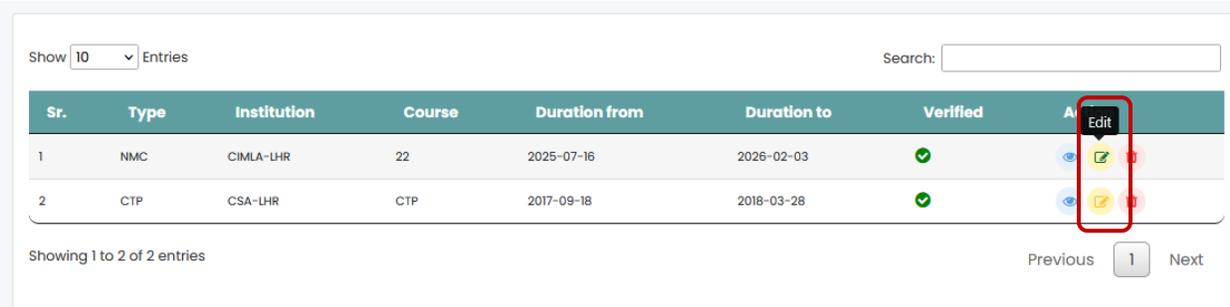
8.6. You will see a success message and be redirected to the training list.

Note: Your new training record will not appear immediately in the list. It will be added after the Admin approves your Change Request. You can track the status in the "Change Requests" section

Edit an Existing Training Record

8.7. In the training list, locate the record you want to edit.

8.8. Click the Edit icon (yellow pencil icon) in the Action column.



The screenshot shows a table with the following columns: Sr., Type, Institution, Course, Duration from, Duration to, Verified, and Action. Two records are listed. The 'Action' column for the first record contains a yellow pencil icon, which is highlighted by a red rectangular box. Below the table, there are pagination controls showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

Sr.	Type	Institution	Course	Duration from	Duration to	Verified	Action
1	NMC	CIMLA-LHR	22	2025-07-16	2026-02-03	✓	
2	CTP	CSA-LHR	CTP	2017-09-18	2018-03-28	✓	

8.9. The "Edit Training" form will appear with the current data pre-filled.

8.10. Update the fields that need correction.

8.11. Click the "Save" button. A Change Request will be created showing the before and after values for each changed field.



The screenshot shows the 'Edit Training' form with the following fields: Type (NMC), Institution (CIMLA-LHR), Batch Number (22), Duration From (16/07/2025), Duration To (03/02/2026), and Score (22). There is an 'Upload' section with a 'Browse...' button and the text 'No file selected.' At the bottom, there are two buttons: 'Save' and 'Back'. The 'Save' button is highlighted with a red rectangular box.

Note: Your changes will not be applied immediately. The Admin will review a side-by-side comparison of your current data and requested changes. Approved fields will be updated; rejected fields will remain unchanged. You can view the Admin's remarks in your Change Request details.

Delete an Existing Training Record

Note: Use remarks to request deletion of incorrect entries, email Deputy Director (Personnel Document-I) at ddpd1@establishment.gov.pk (e.g., "This training entry may be deleted - reason: duplicate entry") or to provide additional context for corrections. with justification and documentary evidence

Verify an Existing Training Record

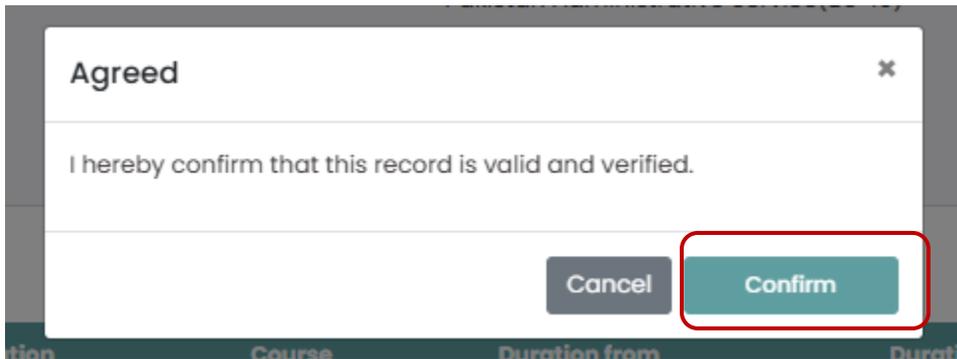
8.12. In the training list, locate the record you want to verify (if it's completely correct)

8.13. Click the verify icon (Red icon) in the Action column.

Show 10 Entries Search:

Sr.	Type	Institution	Course	Duration from	Duration to	Verified	Action
1	SMC	NIPA-ISB	38	2025-07-14	2025-10-31		   
2	MCMC	NIM-PWR	31	2021-02-01	2021-05-07		   
3	CTP	CSA-LHR	ctp	2010-01-01	2010-10-04		   

8.14. Click the Confirm Button in the pop-up window.



8.15. The training record will be marked by "Verified by Officer"

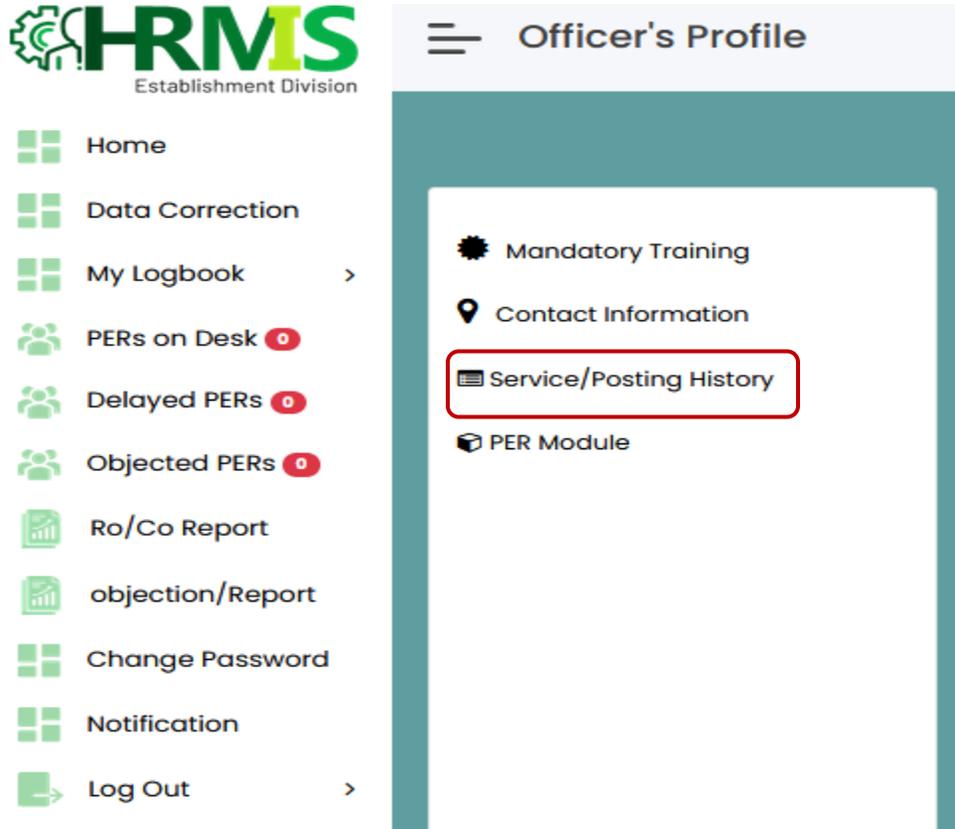
Show 10 Entries Search:

Sr.	Type	Institution	Course	Duration from	Duration to	Verified	Action
1	MCMC	NIM-PWR	31	2021-02-01	2021-05-07	Verified by Officer	   
2	CTP	CSA-LHR	ctp	2010-01-01	2010-10-04		   

9. VIEW / UPDATE SERVICE / POSTING HISTORY

Similar to training records, when you add or edit a posting record, a Change Request is created and sent to the Admin for review and approval.

9.1. After successfully logging in, click on the "Service/Posting History" tab visible on the left side of your profile dashboard.



9.2. You will see a list of your posting records with columns: Sr., Notification Date, Date From, Date To, Post, Grade, Division, Ministry, Department, Verified, Action.

Sr.	Notification Date	Date From	Date To	Post	Grade	Division	Ministry	Department	Verified	Action
1	2023-08-04	2023-08-04	2026-02-03	SECTION OFFICER --	BS-17	Establishment Division		---	✓	  
2	2023-01-25	2023-01-25	2023-08-03	SECTION OFFICER --	BS-18	Science and Technology Division	Ministry of Science and Technology	---	✓	  
3	2022-02-18	2022-02-18	2022-12-31	SECTION OFFICER --	BS-17	Science and Technology Division		---	✓	  
4	2018-08-16	2018-08-16	2022-12-31	SECTION OFFICER --	BS-17	Cabinet Division		---	✓	  
5	2018-04-04	2018-04-04	2018-08-14	PROBATIONER	BS-17	Establishment Division		---	✓	  
6	2017-09-18	2017-09-18	2018-04-03	UNDER TRAINING	BS-17	Establishment Division		---	✓	  

Add a New Posting Record

If a posting entry is missing from the list:

9.3. Click the "Add" button located at the top-right corner of the posting list.

The screenshot shows a user profile page with a 'Back to Profile' button on the left and an 'Add' button on the right, which is highlighted with a red box. Below the buttons is a table of posting records. The table has columns for Sr., Notification Date, Date From, Date To, Post, Grade, Division, Ministry, Department, Verified, and Action. Two records are visible, both marked as 'Verified' with a green checkmark.

Sr.	Notification Date	Date From	Date To	Post	Grade	Division	Ministry	Department	Verified	Action
1	2023-08-04	2023-08-04	2026-02-03	SECTION OFFICER --	BS-17	Establishment Division		---	✓	  
2	2023-01-25	2023-01-25	2023-08-03	SECTION OFFICER --	BS-18	Science and Technology Division	Ministry of Science and Technology	---	✓	  

9.4. The "Add Posting Service" form will appear. Fill in all the required fields:

Field	Description	Required
Current Posting	Check this box if this is your current/active posting	No
From Date	Start date (if not confirmed, enter 1st of month)	Yes
To Date	End date (if not confirmed, enter last day of month). Auto-disabled if "Current Posting" is checked.	Yes
Post	Select the designation/post held	Yes
Areas of Responsibility	Type your specialization or area of responsibility	No
Grade	Select the BPS grade	Yes
Province/Government	Select the province or federal government	Yes
Ministry	Select the ministry	Yes
Division	Select the division	Yes
Department / Office	Select the department (loads based on division)	No
District	Select the district	Yes
City / Tehsil / Subdivision	Type the city or tehsil name	No
Type of Posting	Select posting type (default: Regular Posting)	Yes
Attach Notification	Upload the posting notification document	No
Any Further Details	Enter additional information about the posting	No

Current Posting

From Date *

dd / mm / yyyy

(if date is not confirm then enter first day of month.)

To Date *

dd / mm / yyyy

(if date is not confirm then enter last day of month.)

Post *

Select Post

Areas of responsibility

Type Specialization

Grade *

Select Grade

Province/Government *

Select Province

Ministry *

Select Ministry

Division *

Select Division

Department / Office

Select Department

District *

Select District

City / Tehsil / Subdivision

Type city

Type of Posting *

Regular Posting

Attach Notificaiton

Browse... No file selected.

Any Further Details

Save

Back

9.5. Click the "Save" button to submit. A Change Request will be created.

Edit an Existing Posting Record

9.6. In the posting list, locate the record you want to edit.

9.7. Click the Edit icon (yellow pencil icon) in the Action column.

Sr.	Notification Date	Date From	Date To	Post	Grade	Division	Ministry	Department	Verified	Action
1	2023-08-04	2023-08-04	2026-02-03	SECTION OFFICER --	BS-17	Establishment Division		---		
2	2023-01-25	2023-01-25	2023-08-03	SECTION OFFICER --	BS-18	Science and Technology Division	Ministry of Science and Technology	---		

9.8. The "Edit Posting" form will appear with current data pre-filled.

9.9. Update the fields that need correction.

Current Posting

From Date * 04 / 08 / 2023 **To Date *** 03 / 02 / 2026

Post * SECTION OFFICER -- **Areas of responsibility** Type Specialization

Grade * BS-17 **Province/Government *** Federal Secretariat **Ministry *** Select Ministry

Division * Establishment Division **Department / Office** --- **District *** Islamabad

City / Tehsil / Subdivision ISLAMABAD **Type of Posting *** Regular Posting **Attach Notificaiton** Browse... No file selected.

Any Further Details

Save Back

9.10. Click "Save". A Change Request will be created showing the before and after values.

Note: Your changes will not be applied immediately. The Admin will review your requested changes and can approve or reject individual fields.

Delete an Existing Posting Record

Note: Use remarks to request deletion of incorrect entries, email Deputy Director (Personnel Document-I) at ddpd1@establishment.gov.pk (e.g., "This training entry may be deleted - reason: duplicate entry") or to provide additional context for corrections. with justification and documentary evidence

Verify an Existing Posting Record

8.12. In the posting list, locate the record you want to verify (if it's completely correct)

8.13. Click the verify icon (Red icon) in the Action column.

Sr.	Posting List	Posting Organization	Notification Date	Date From	Date To	Post	Grade	Division	Ministry	Department	IS Important	Verified	Action
1	DY SECRETARY	CABINET DIVISION, ISLAMABAD.	2022-10-10	2022-10-13	0001-01-01	DEPUTY SECRETARY --	BS-19	Cabinet Division		Cabinet Division	Not Important		
2	G.M. (COORD)	N.H.A. COMMUNICATIONS DIV, ISLAMABAD.	2022-04-16	2022-04-16	2022-09-29	GENERAL MANAGER	BS-19	COMMUNICATION DIVISION		National Highway Authority	Not Important		
3	AT THE DISPOSAL OF	N.H.A., ISLAMABAD.	2018-11-27	2018-11-27	0001-01-01	AT THE DISPOSAL OF	BS-18	COMMUNICATION DIVISION		National Highway Authority	Not Important		

8.14. Click the Confirm Button in the pop-up window.

Agreed ✕

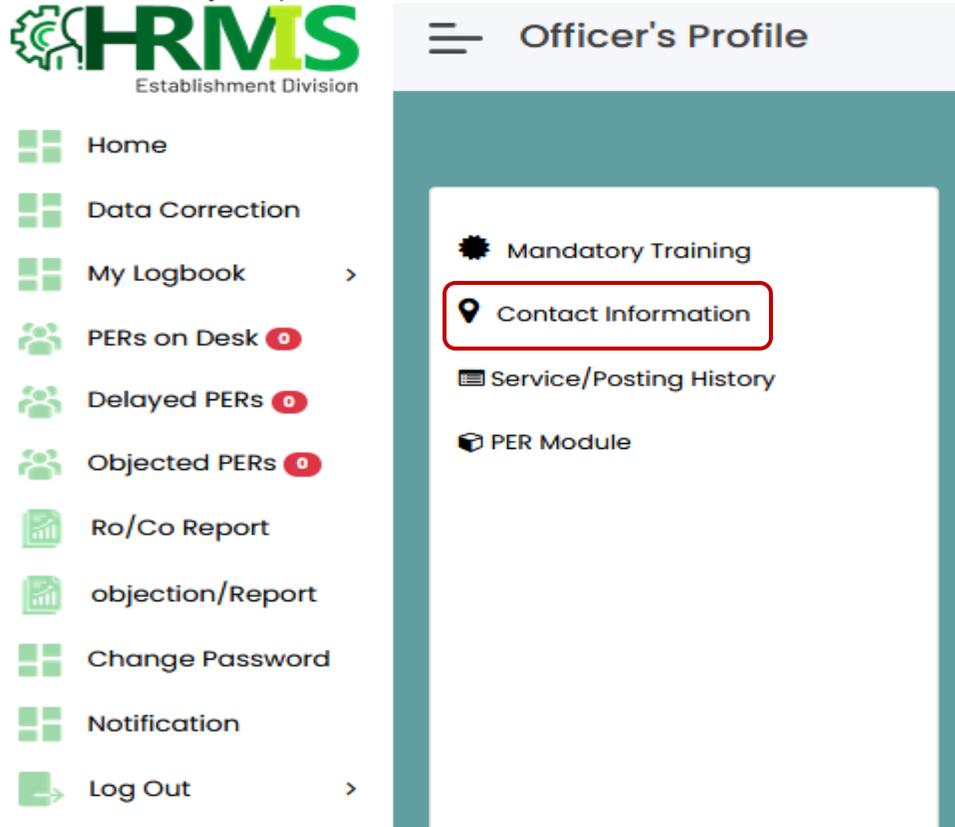
I hereby confirm that this record is valid and verified.

8.15. The posting record will be marked by "Verified by Officer"

Sr.	Posting List	Posting Organization	Notification Date	Date From	Date To	Post	Grade	Division	Ministry	Department	IS Important	Verified	Action
1	DY SECRETARY	CABINET DIVISION, ISLAMABAD.	2022-10-10	2022-10-13	0001-01-01	DEPUTY SECRETARY --	BS-19	Cabinet Division		Cabinet Division	Not Important	Verified by Officer	
2	G.M. (COORD)	N.H.A. COMMUNICATIONS DIV, ISLAMABAD.	2022-04-16	2022-04-16	2022-09-29	GENERAL MANAGER	BS-19	COMMUNICATION DIVISION		National Highway Authority	Not Important		
3	AT THE DISPOSAL OF	N.H.A., ISLAMABAD.	2018-11-27	2018-11-27	0001-01-01	AT THE DISPOSAL OF	BS-18	COMMUNICATION DIVISION		National Highway Authority	Not Important	Verified by Officer	

10. VIEW / UPDATE CONTACT INFORMATION

10.1. After successfully logging in, click on the "Contact Information" tab visible on the left side of your profile dashboard.



10.2. You will see your Contact Information data.

Note: There should be only one contact information record. Providing a valid mobile number and email address is mandatory, as this information will be used for communication regarding the Online PER, including notifications for:

- Initiating Officer (IO)
- Reporting Officer (RO)
- Countersigning Officer (CO)

The screenshot displays a table of contact information. At the top, there are 'Back to Profile' and 'Add' buttons. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Sr.	Email	Mobile #	Landline #	Present Address	Temporary Address	Action
1	15@gmail.com	03335	0	228, Jinnah Colony	Town, Rawalpindi	Satellite   

Add New Contact Information

If no contact information exists:

10.3. Click the "Add" button located at the top-right corner.

10.4. Fill in all the required fields:

Field	Description	Required
Email	Your official/personal email address	Yes
Mobile Number	Your current mobile number	Yes
Landline Number	Your landline number	Yes
Permanent Address	Your permanent residential address	Yes
Temporary Address	Your current/temporary address	Yes

10.5. Click the "Save" button to save your contact information.

Update Existing Contact Information

If contact information already exists:

10.6. Click the Edit icon (yellow pencil icon) in the Action column of your existing contact record.

Sr.	Email	Mobile #	Landline #	Present Address	Temporary Address	Action
1	15@gmail.com	03335	0	228, Jinnah Colony	Town, Rawalpindi	Satellite

10.7. Update the required fields (especially mobile number and email address).

Email *

Mobile Number *

Landline Number *

Permanent Address *

Temporary Address *

10.8. Click "Save" to finalize.

11. TRACK YOUR CHANGE REQUESTS

What is a Change Request? Whenever you add a new Training/Service record or edit an existing one, the system creates a Change Request. This request is reviewed by the Admin who can approve or reject your changes. You can track the status of all your requests.

Understanding Request Statuses

PENDING → **APPROVED** or **PENDING** → **REJECTED**

Status	Meaning	What Happens
Pending (Yellow)	Your request has been submitted and is waiting for Admin review.	No changes applied yet. Please wait for Admin action.
Approved (Green)	The Admin has approved your request.	Your changes have been applied to the record. The record is now marked as Verified.
Rejected (Red)	The Admin has rejected your request.	No changes applied. Check the Admin's Remarks for the reason and resubmit if needed.

Important: The Admin can also perform selective field approval. This means some fields in your request may be approved while others are rejected. Check the status of each individual field in the Change Request details.

View Change Request Details

Click "Data Correction" on the left side of your profile dashboard

When you view a Change Request, you will see a detailed comparison table:

Column	Description
Field	The name of the field (e.g., Post, Grade, Institution)
Current Value	The current/existing value in the system
Requested Value	The new value you requested
Status	Whether this specific field was Approved, Rejected, or is still Pending

- Home
- Data Correction**
- My Logbook >
- PERs on Desk 4
- Delayed PERs 4
- Objected PERs 4
- Ra/Co Report
- objection/Report
- Change Password
- Notification

Change Requests

Show Entries Search:

#	Type	Officer	Requested By	Created	Status	Action
1	training	HARIS BIN TARIQ	HARIS BIN TARIQ	03-02-2026	Approved	View
2	training	HARIS BIN TARIQ	HARIS BIN TARIQ	03-02-2026	Approved	View
3	service	HARIS BIN TARIQ	HARIS BIN TARIQ	03-02-2026	Approved	View
4	service	HARIS BIN TARIQ	HARIS BIN TARIQ	03-02-2026	Approved	View
5	service	HARIS BIN TARIQ	HARIS BIN TARIQ	03-02-2026	Rejected	View

Note: If the Admin rejected any fields, their remarks will be displayed at the bottom of the Change Request details.

Change Requests

Show Entries Search:

#	Type	Training Type	Requested By	Created	Status	Action
1	service	-	Waheed Ahmed Shaikh	18-02-2026	Verified	View
2	training	CTP	Waheed Ahmed Shaikh	17-02-2026	Verified	View
3	training	SMC	Waheed Ahmed Shaikh	17-02-2026	Partial Verified	View
4	training	STP	Waheed Ahmed Shaikh	17-02-2026	Verified	View
5	training	CTP	Waheed Ahmed Shaikh	17-02-2026	Verified	View
6	training	MCMC	Waheed Ahmed Shaikh	17-02-2026	Verified	View
7	training	SMC	Waheed Ahmed Shaikh	17-02-2026	Verified	View
8	service	-	Waheed Ahmed Shaikh	17-02-2026	Verified	View
9	service	-	Waheed Ahmed Shaikh	17-02-2026	Partial Verified	View
10	service	-	Waheed Ahmed Shaikh	17-02-2026	Rejected	View

Status Table

12. INSTRUCTIONS FOR DATA CORRECTION (SUMMARY)

Applicability

The HRMIS portal shall be used only by officers of the PAS, PSP, OMG, and SG Groups from BPS-17 to BPS-22.

Data Entry and Accuracy

i. Profile Picture

Officers must update their profile picture in the system.

ii. Basic Profile Information

- Officers can directly update limited personal fields: Prefix, Guardian (S/O, D/O, W/O), Passport No, NTN Number, Gender, Religion, Marital Status, Mother Language, Other Languages, and Foreign Training.
- Changes to these fields are saved immediately.
- For fields that cannot be edited (Name, CNIC, DOB, etc.), email Deputy Director (Personnel Document-I) at ddpd1@establishment.gov.pk with justification and documentary evidence.

iii. Service / Posting History

- Officers can add new posting records and edit existing ones through the system.
- All additions and edits create a Change Request that must be approved by the Admin.
- Enter remarks (via the comment icon) for any observation or to request deletion of a record.
- If a posting entry needs to be deleted, mention this clearly in the remarks (e.g., "This posting may be deleted.") along with the reason.
- Track the status of your requests in the Change Requests section.

iv. Mandatory Training

- Officers can add missing training records and edit existing ones through the system.
- All additions and edits create a Change Request that must be approved by the Admin.
- Enter remarks (via the comment icon) for any observation or to request deletion.
- If a training entry needs to be deleted, clearly mention this in the remarks (e.g., "This training entry may be deleted.") along with the reason.

v. Contact Information

- If no contact information exists, officers must add a new contact record with their current mobile number and email address.
- If the contact information already exists, officers must update the mobile number and email address accordingly.

Note: There should be only one contact information record. Providing a valid mobile number and email address is mandatory, as this information will be used for communication regarding the Online PER.

IT Support

For assistance in accessing the HRMIS portal or issues related to user ID, contact:

Assistant Director (Database) Establishment Division

Phone: 051-9051278

The step-by-step user guide is placed on the official website for your convenience.
(www.establishment.gov.pk)

Queries / Clarifications (Other than IT Support)

For all other queries or clarifications, contact:

Deputy Director (Personal Document-I)

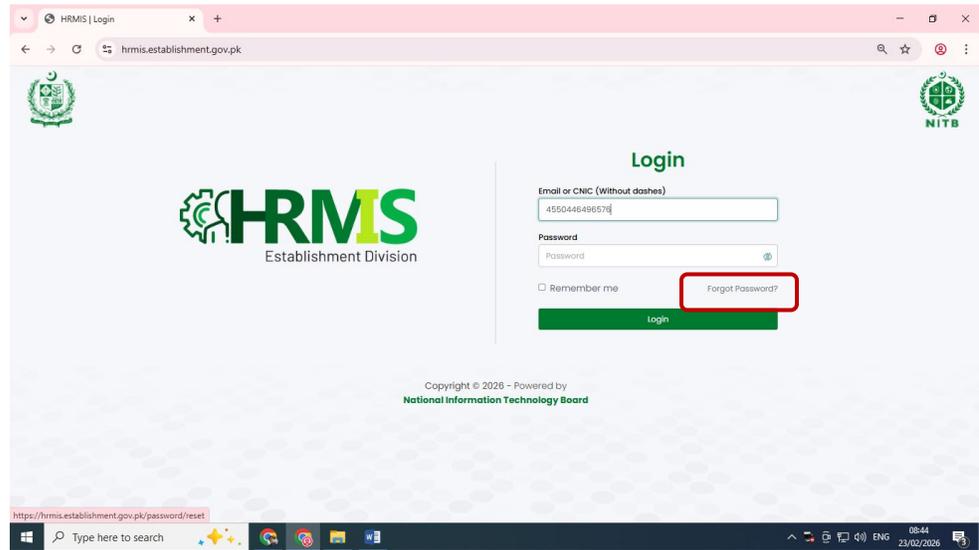
Establishment Division

Phone: 051-9103562

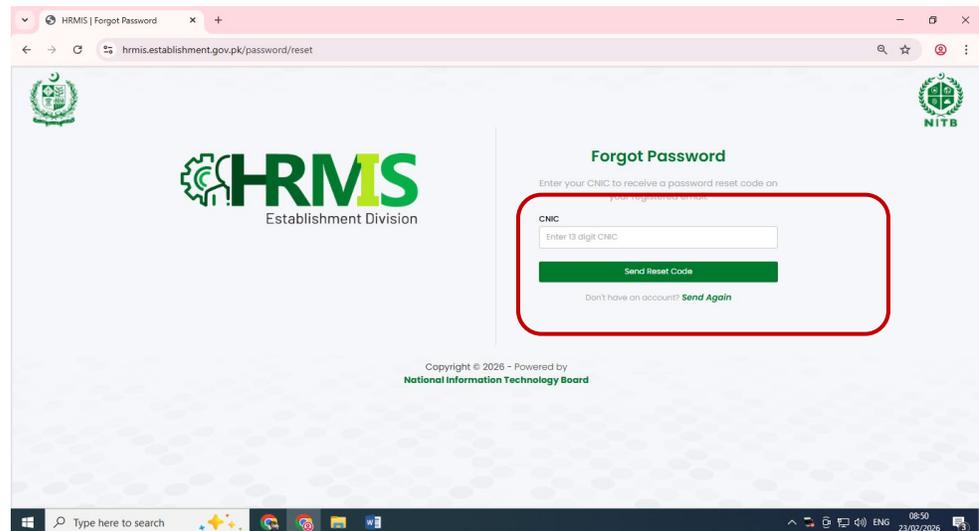
Email: ddpd1@establishment.gov.pk

13. INSTRUCTIONS FOR RECOVERY/FORGOT PASSWORD)

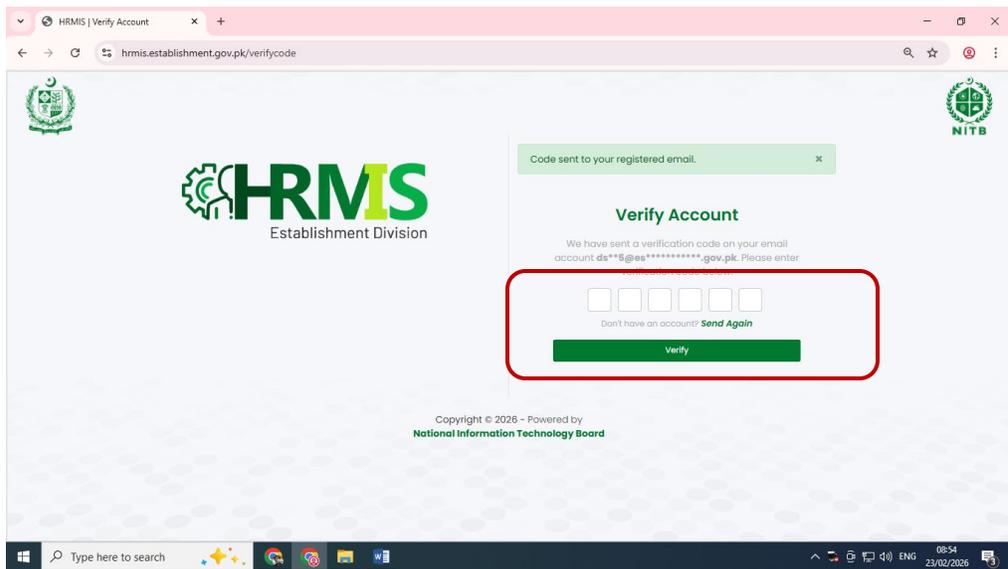
13.1. In case officer forget password, click on the "forgot password?" visible on the login screen



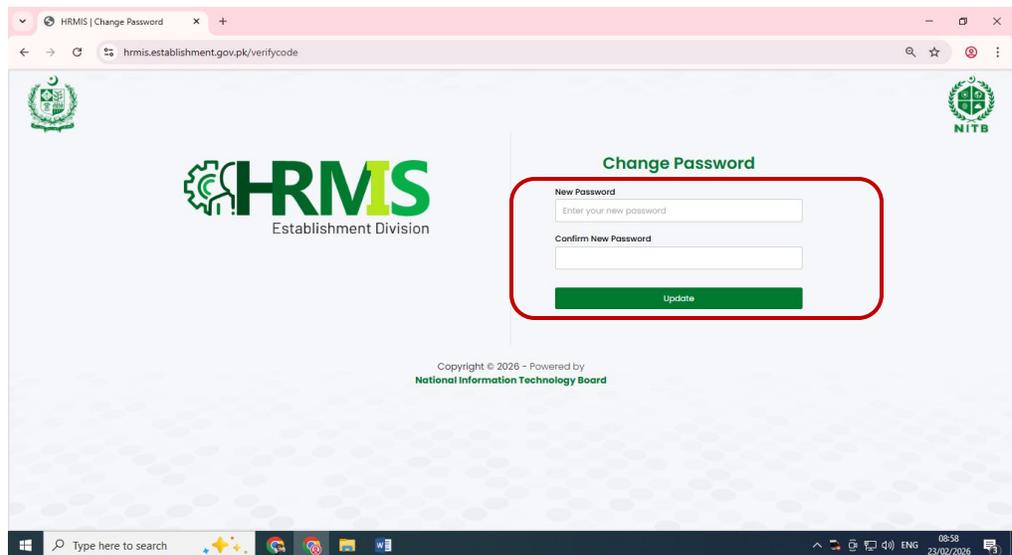
13.2. Enter your CNIC without dashes, click on the "Send Reset Code" visible on the screen (The code sent to your email that is registered with your profile)



13.3. Enter the code received on your registered email.



13.4. Enter your new password and confirm it.



13.5. Login with your new password.