Establishment Division

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

[FEBRUARY, 2026]

[Establishment Division, Islamabad]

(Version 2.0)

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1. LOGIN IN HRMIS

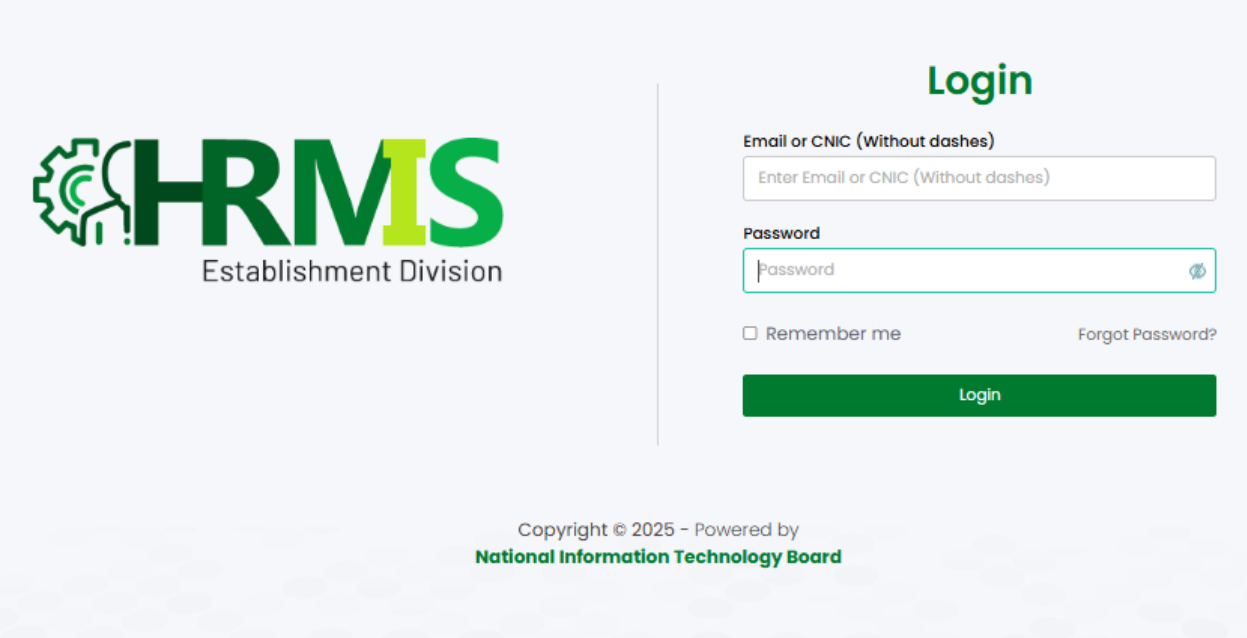
1.1 Open your web browser (Google Chrome is recommended).

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:

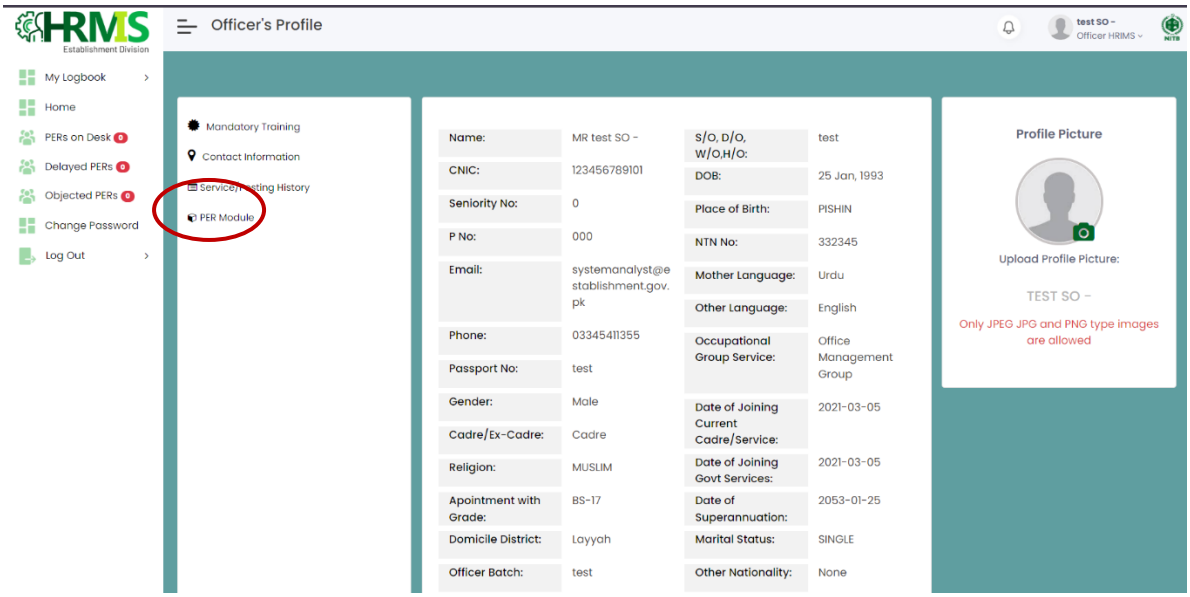
- **User id is your CNIC (no dashes e.g 1234567890123)**
- **Password is your CNIC without dashes trailing by the code received in**
- **SMS (-swT). Example: if your CNIC is 1234567890123, then password is**
- **1234567890123-swT**


HRMIS
Establishment Division
Login
Email or CNIC (Without dashes)
Enter Email or CNIC (Without dashes)
Password
Password
Remember me
Forgot Password?
Login
Copyright © 2025 - Powered by
National Information Technology Board

2. INITIATING OFFICER

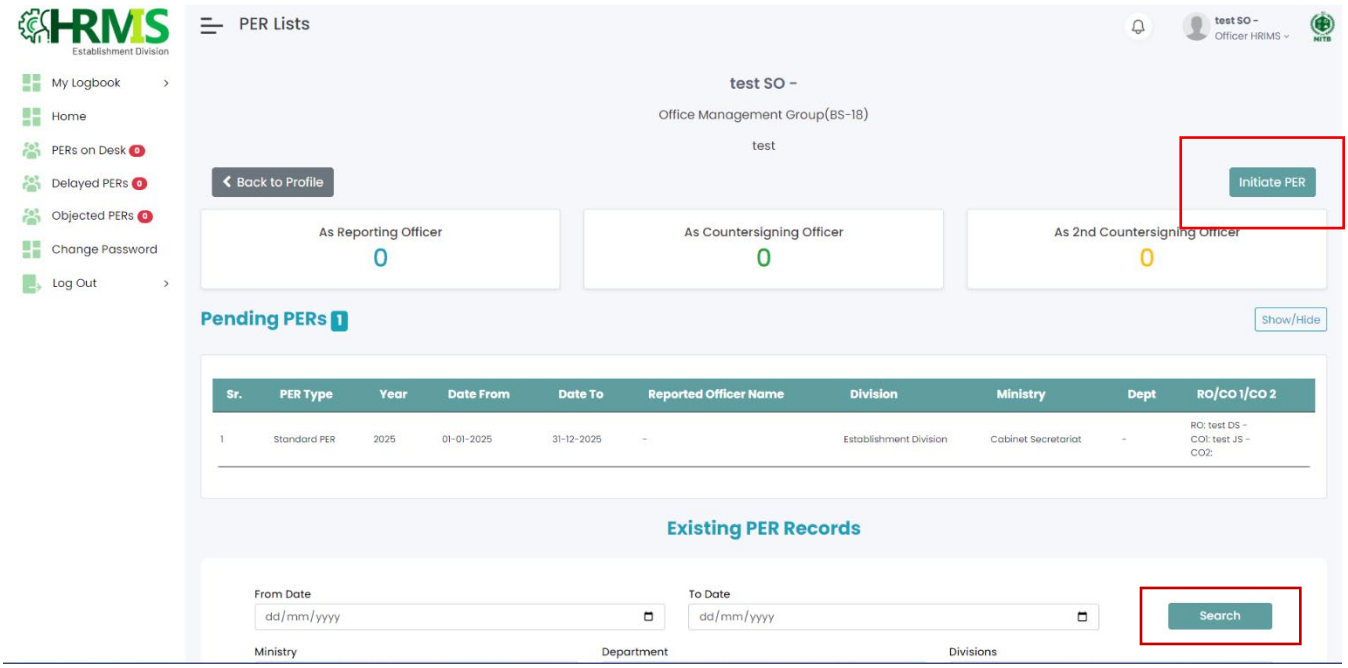
2.1 After logging in, your main Profile Dashboard will be displayed.

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

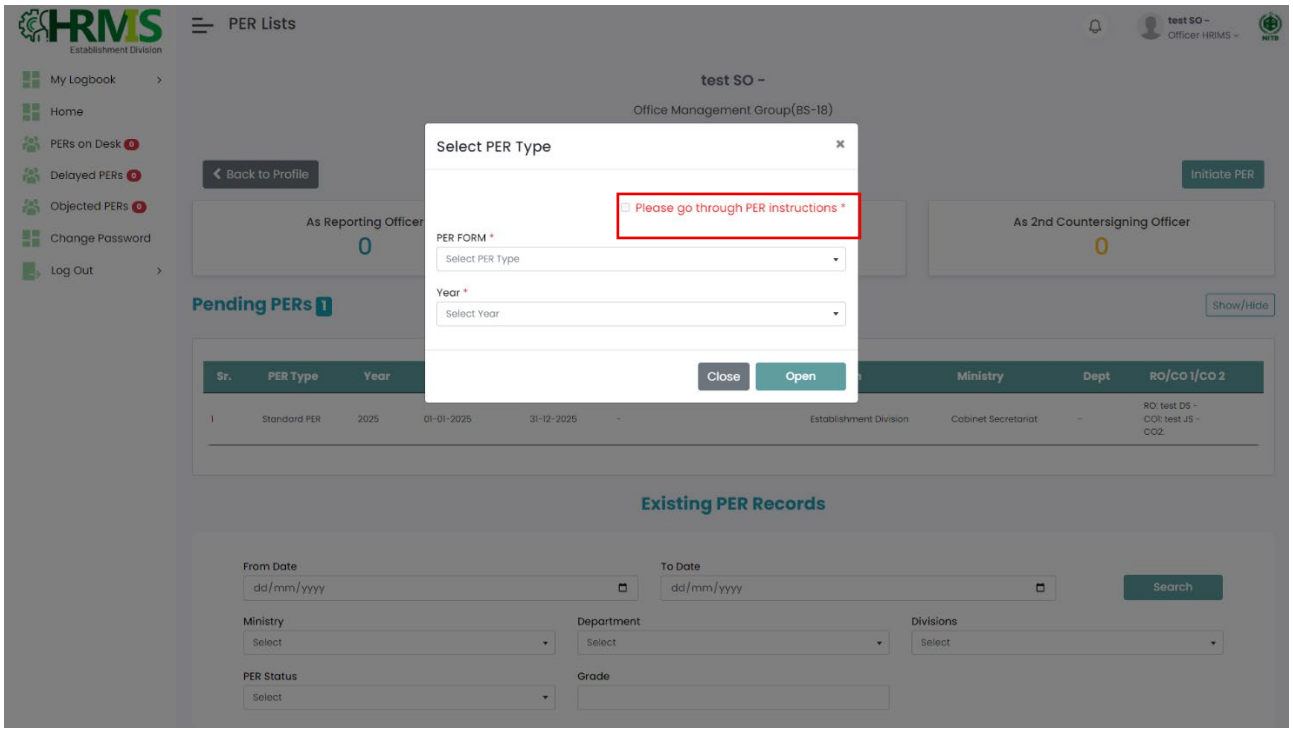


2.3 Click the Initiate PER button to begin the process of adding a new PER to your profile.

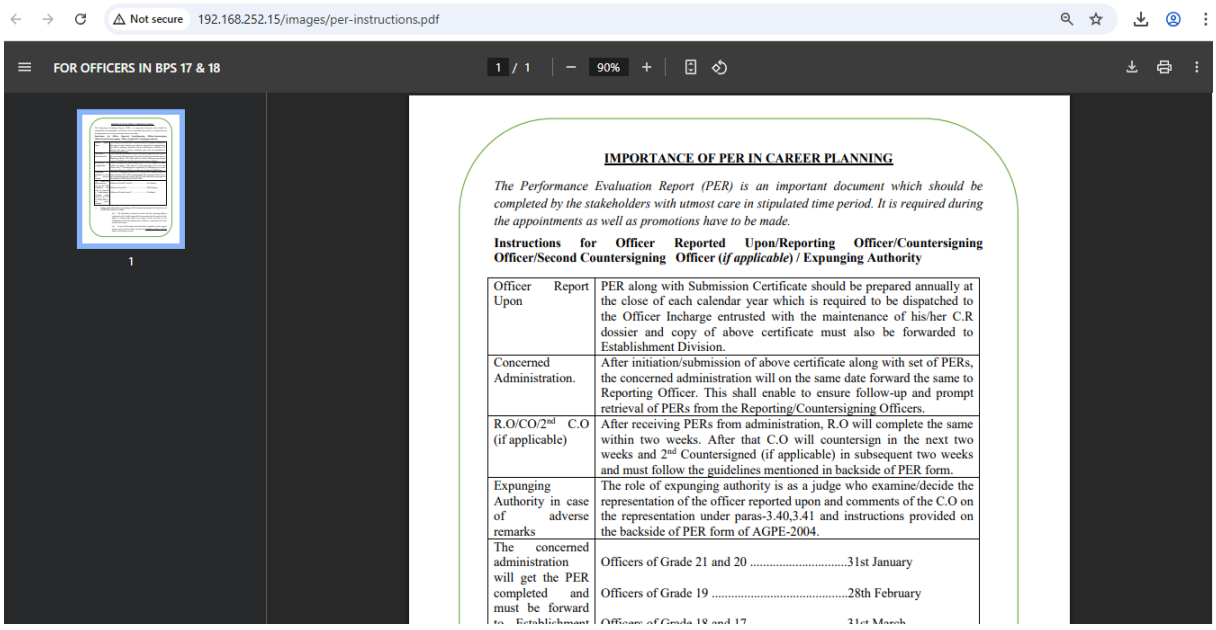
2.4 Optional: Search Records: Click the Search button to view your previous PERs.



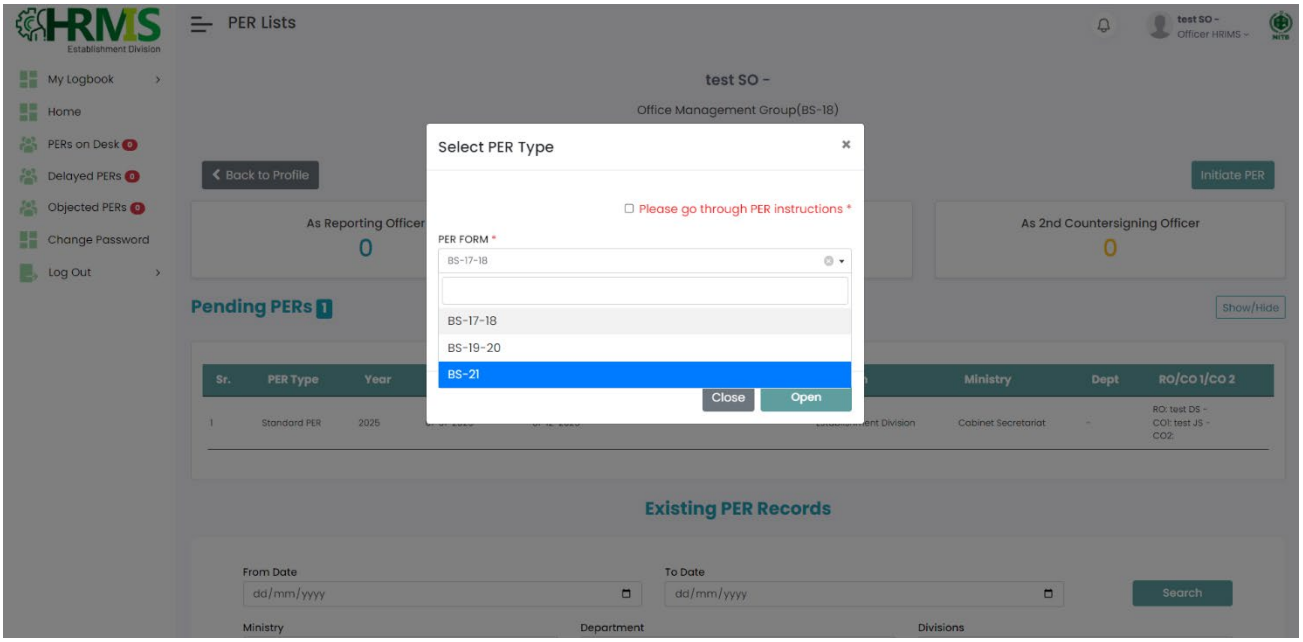
2.5 Review Instructions: Click on the Please go through PER Instructions link to open the instructions PDF document.



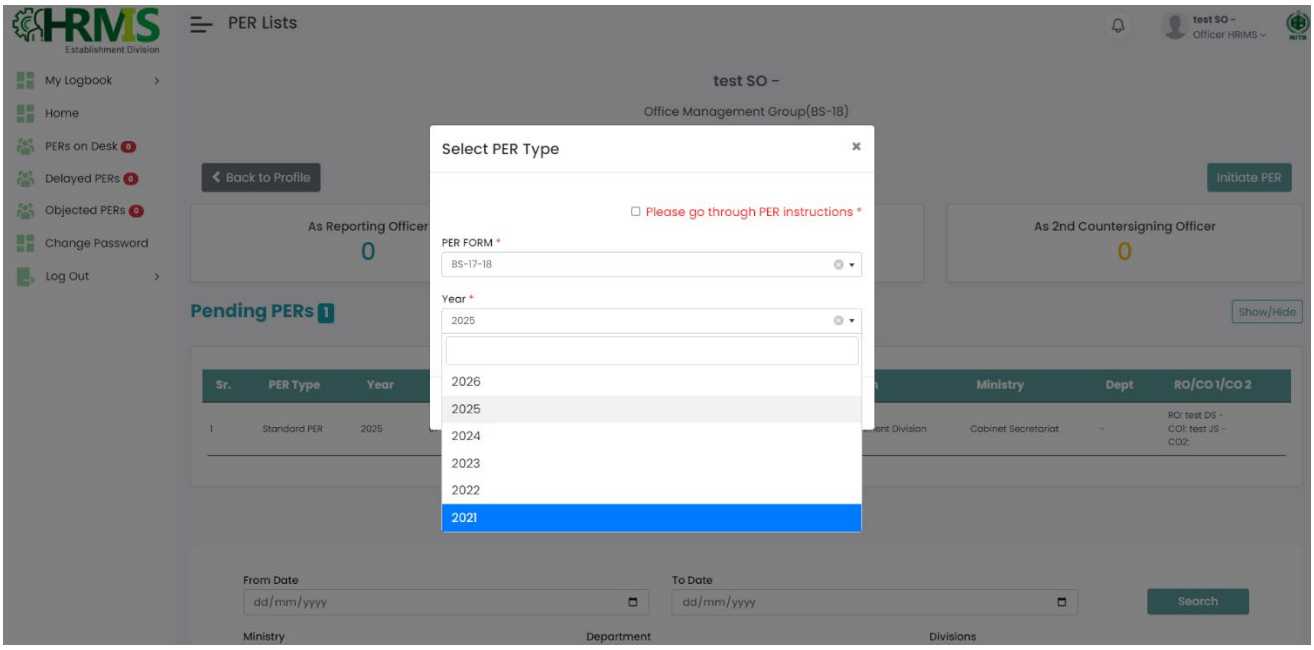
2.6 After reading the instructions, press the Check Box to confirm and proceed further.



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

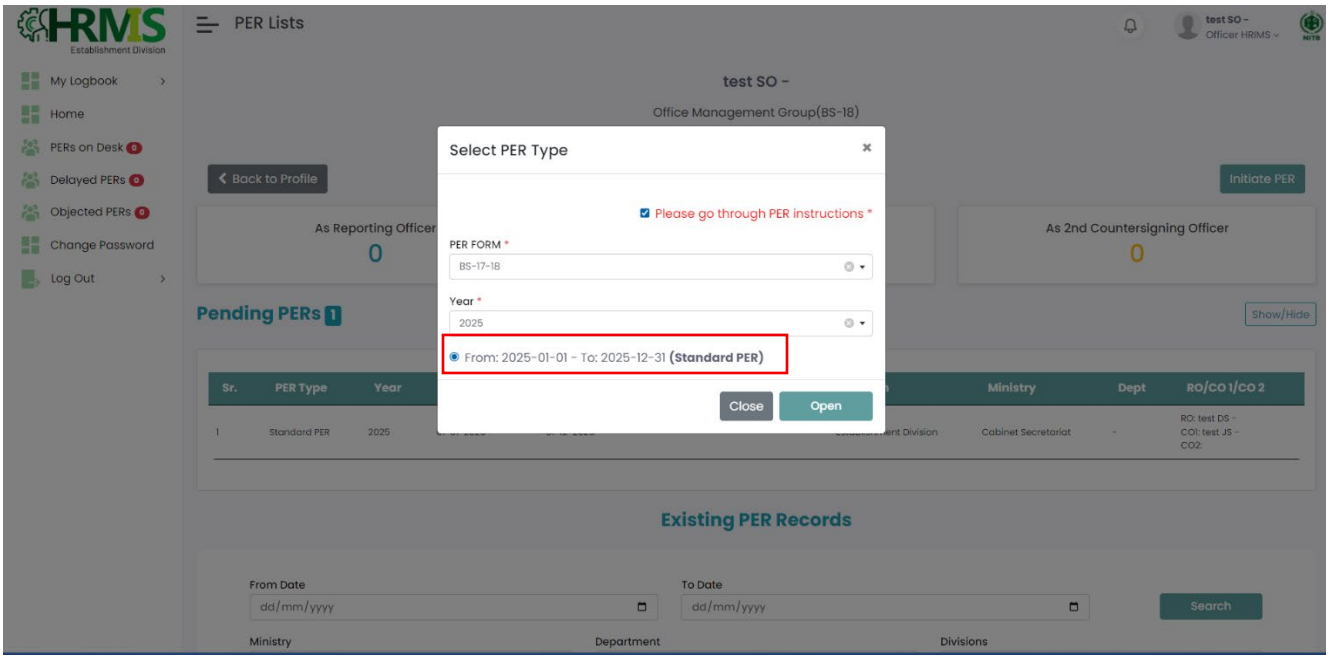


2.8 Select the corresponding PER Year. (2025)

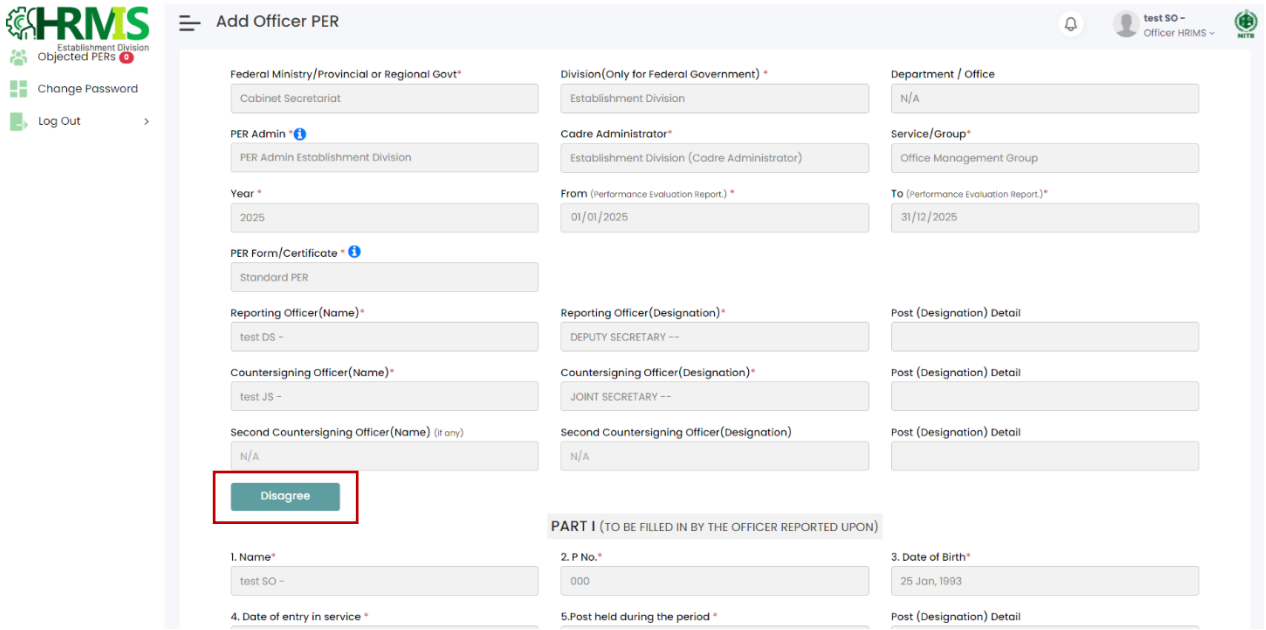


2.9 Choose the specific Period of the PER (e.g., date range).

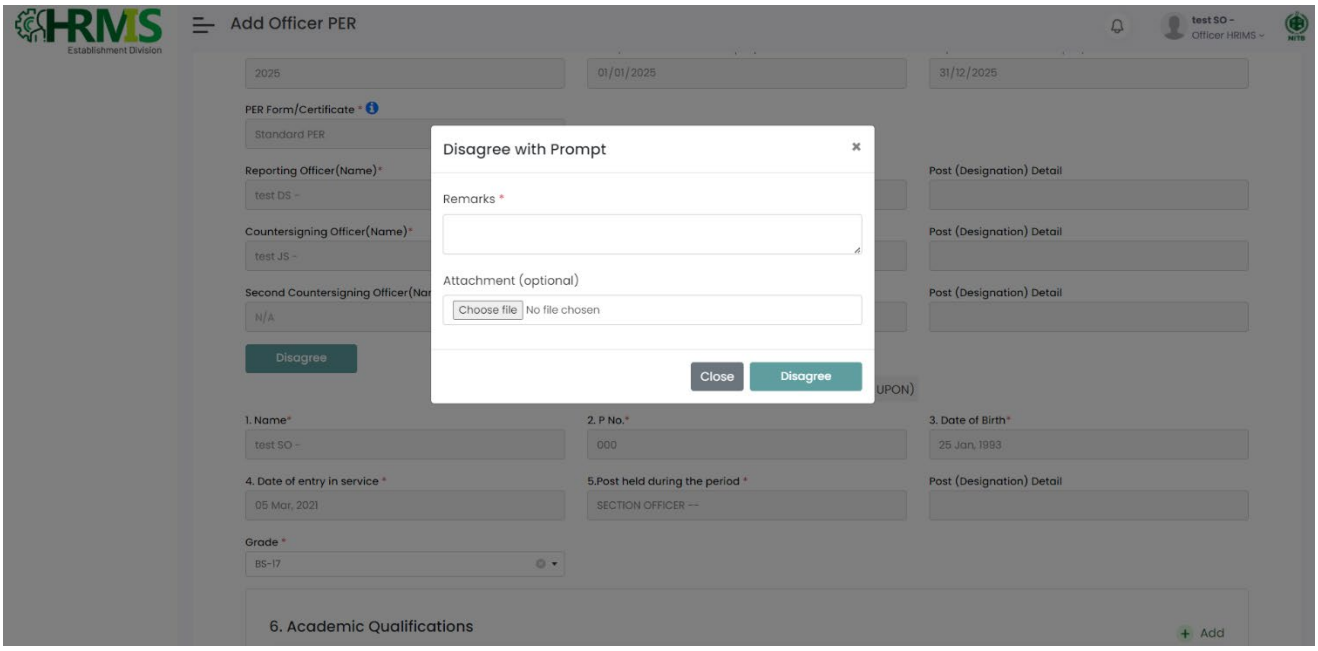
2.10 Click the Open button.



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).



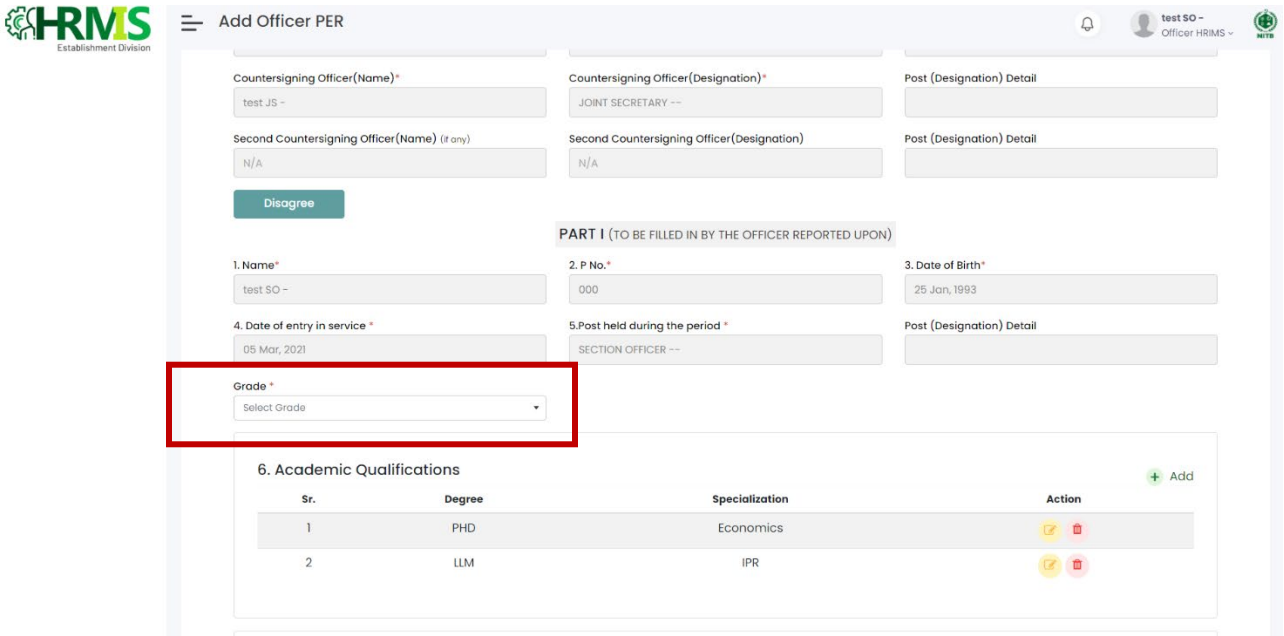
In Case of PLTM / RNR etc

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.

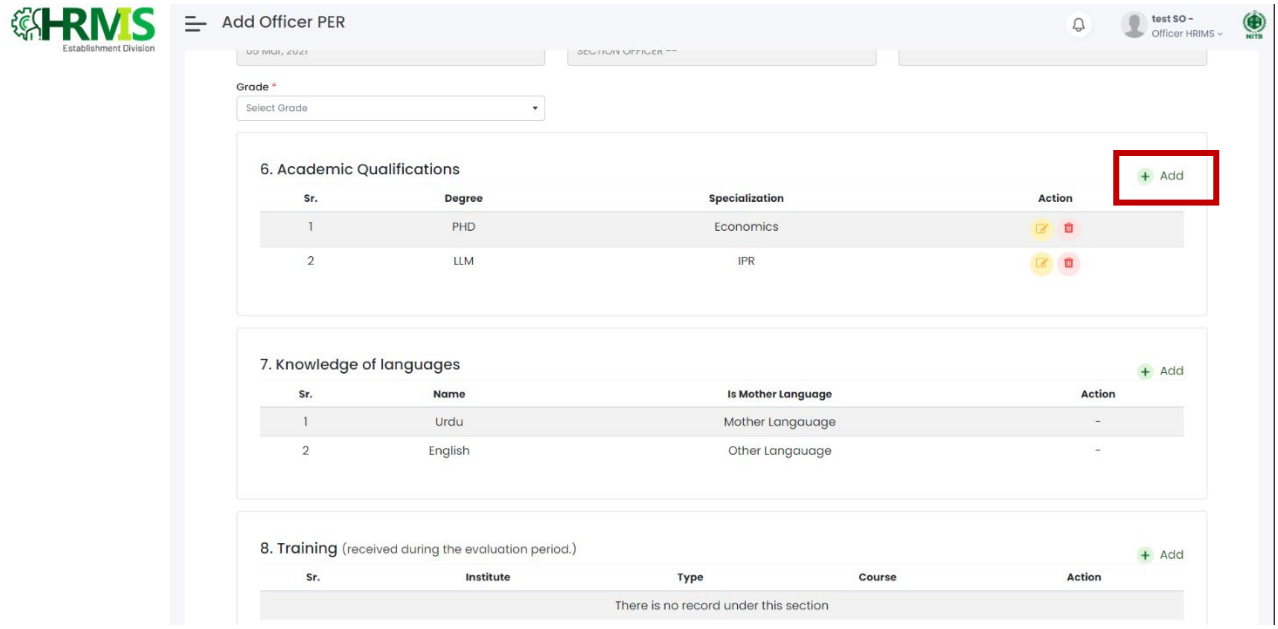
2.15 Save and Submit: Saves the PER and submits it for processing.

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



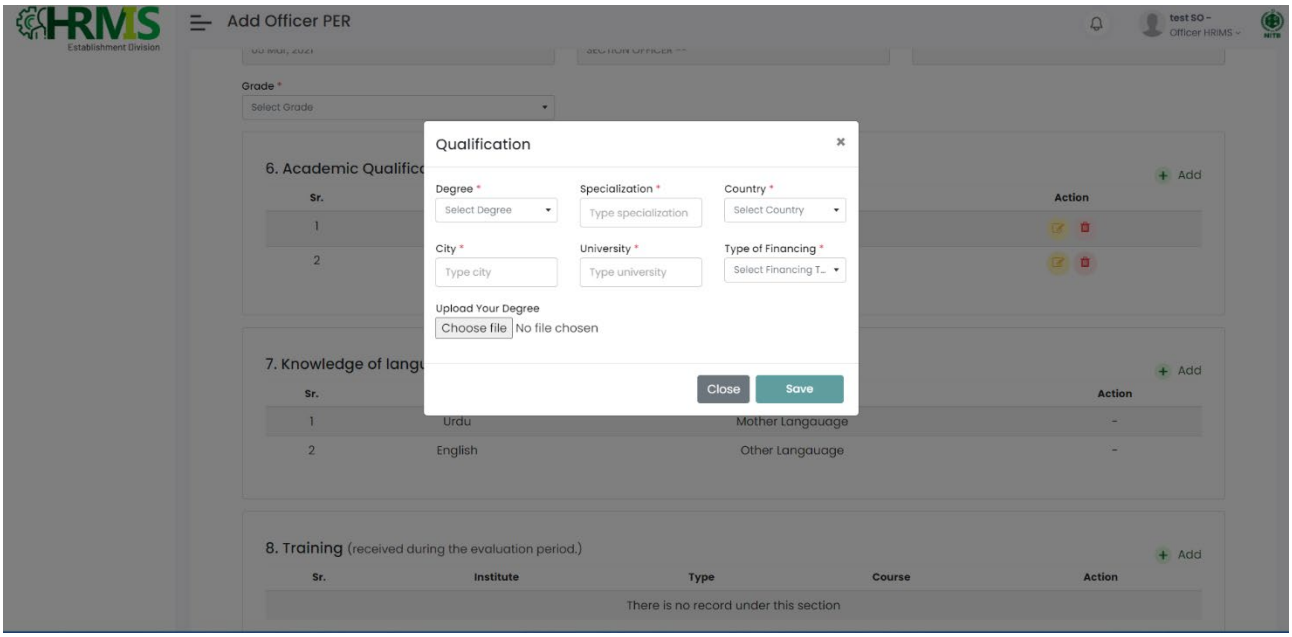
In Case of “STANDARD PER”

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.



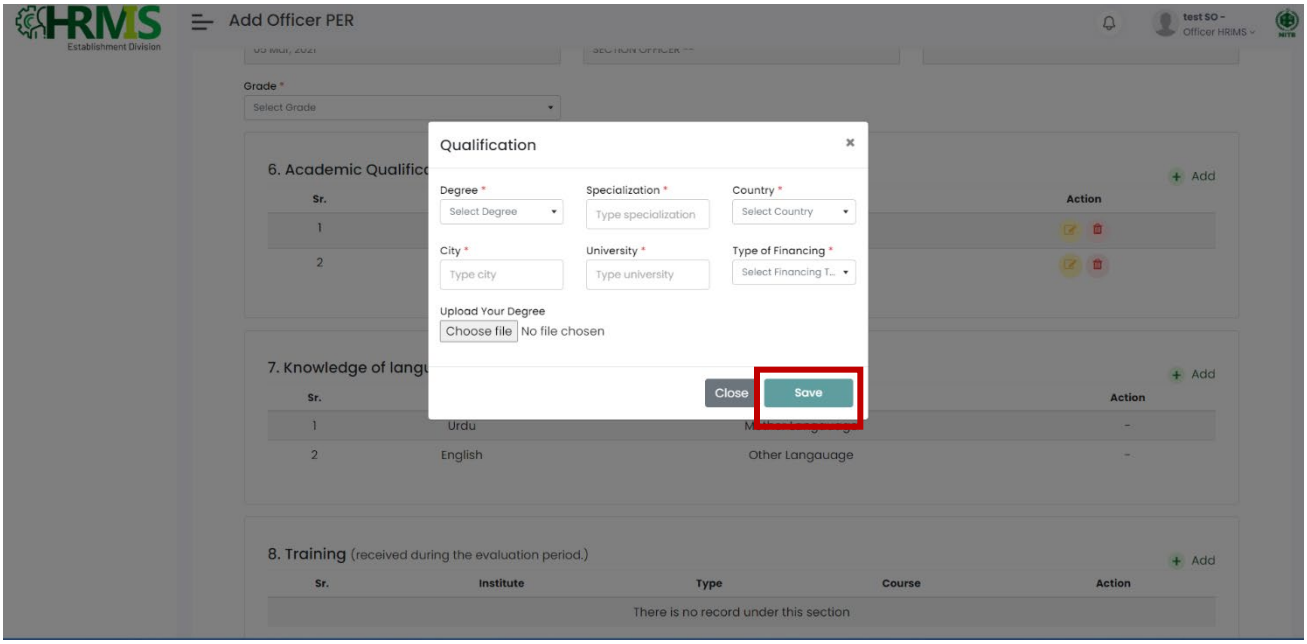
2.18 The initiating officer may add his/her academic qualification. (optional)

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

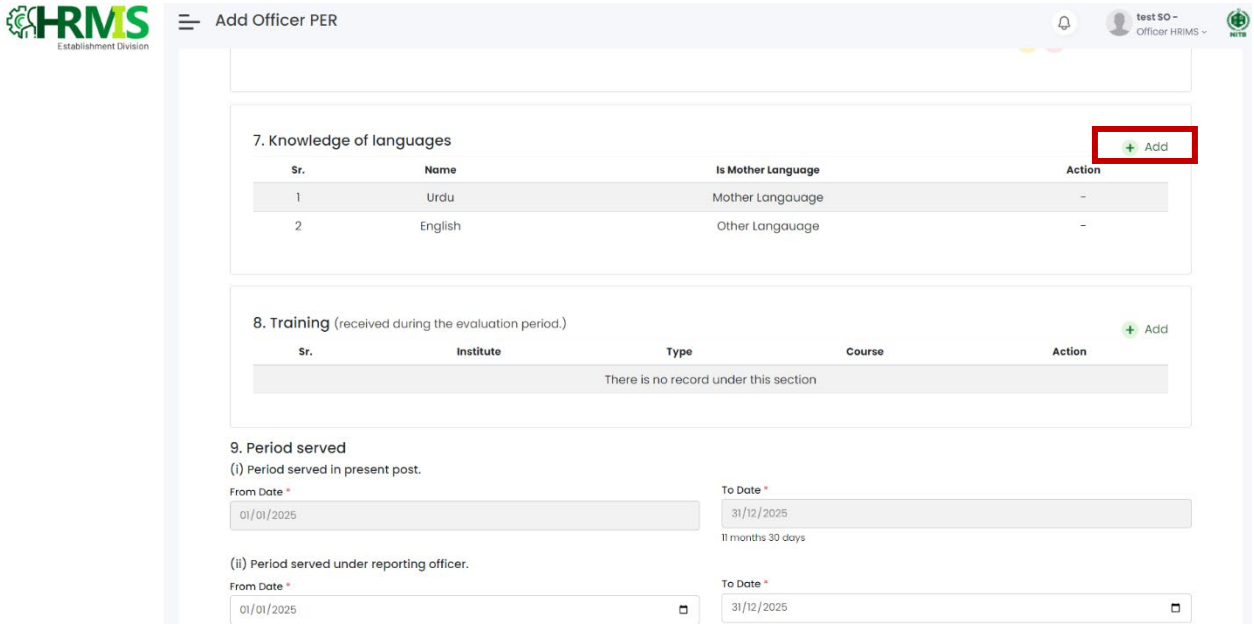


2.19 After filling the qualification fields/columns press the “Save” button.

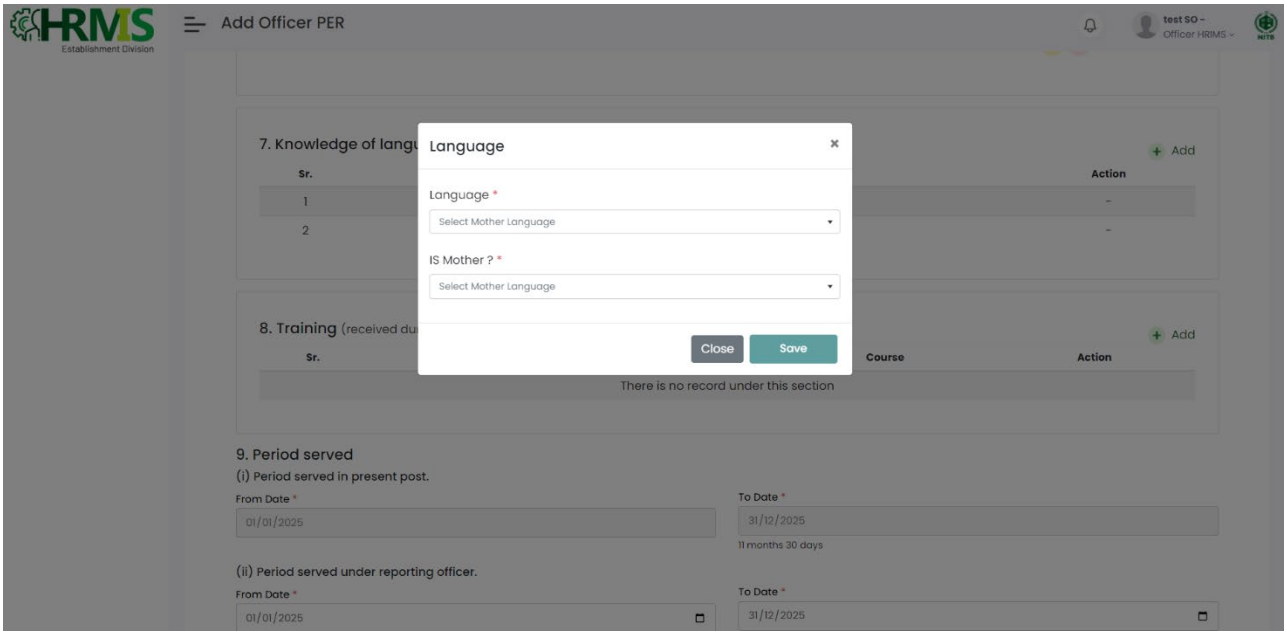
User can edit and delete qualifications entered by him / her.



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

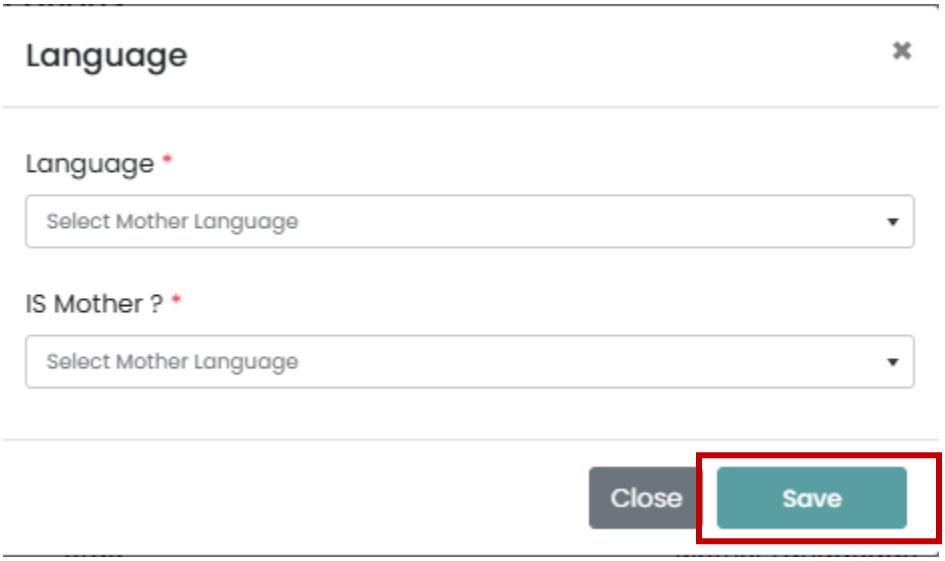


2.21 Upon clicking add button language the following pop-up screen will open.



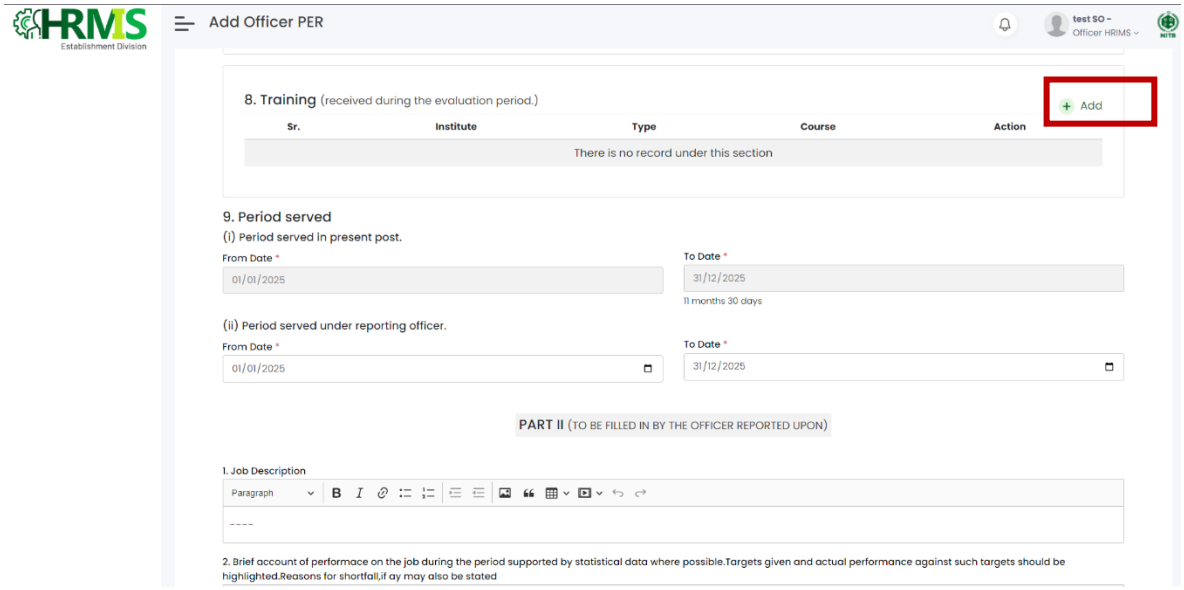
2.22 After selecting the language, specify the language as Mother language or not as shown in screenshot and then click save.

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

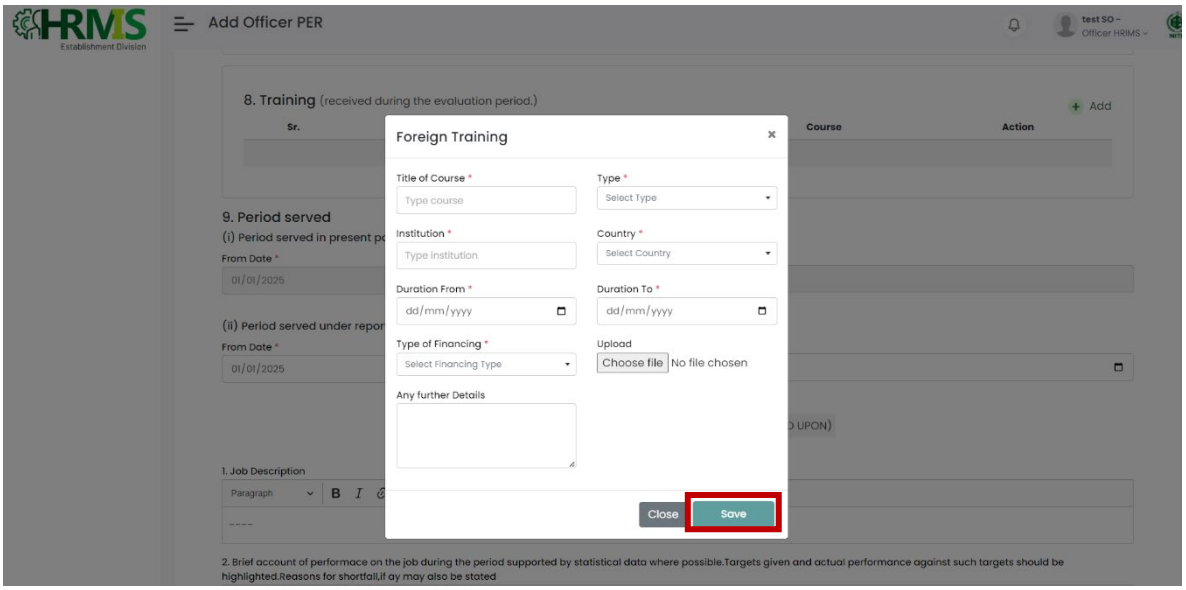


2.23 The initiating officer may add his/her Local / Foreign Training by clicking add button.

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



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

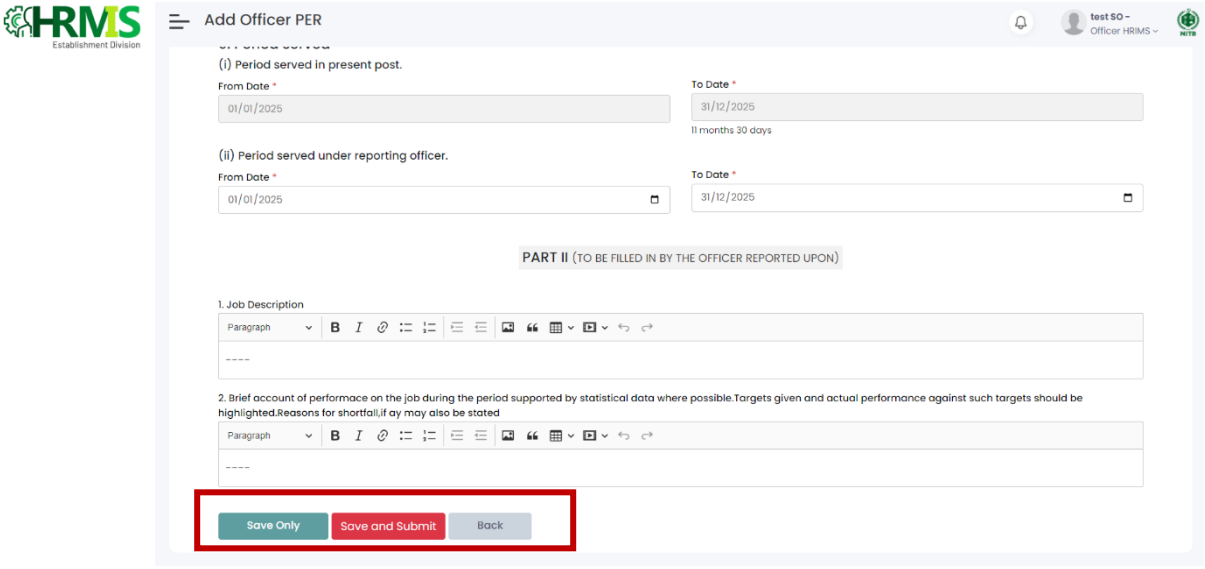


2.25 Fill the rest of the fields on the lines of manual PER and at the end of the page you either select ONE option button

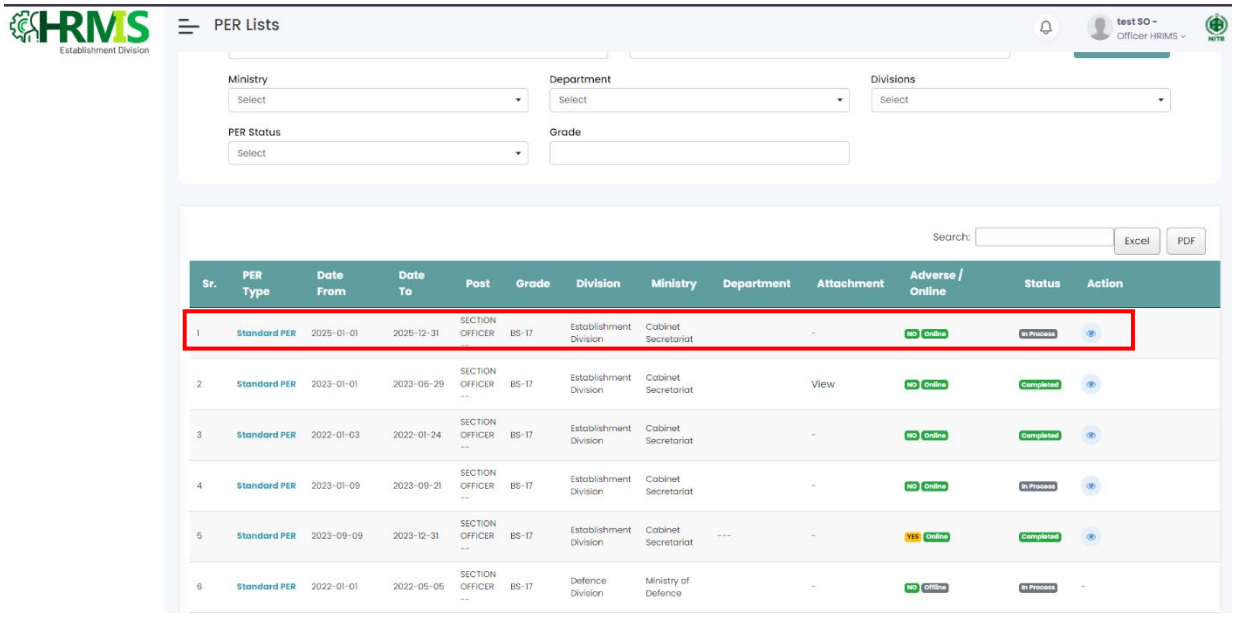
2.26 “SAVE ONLY” (if you want to save changes and submit later),

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

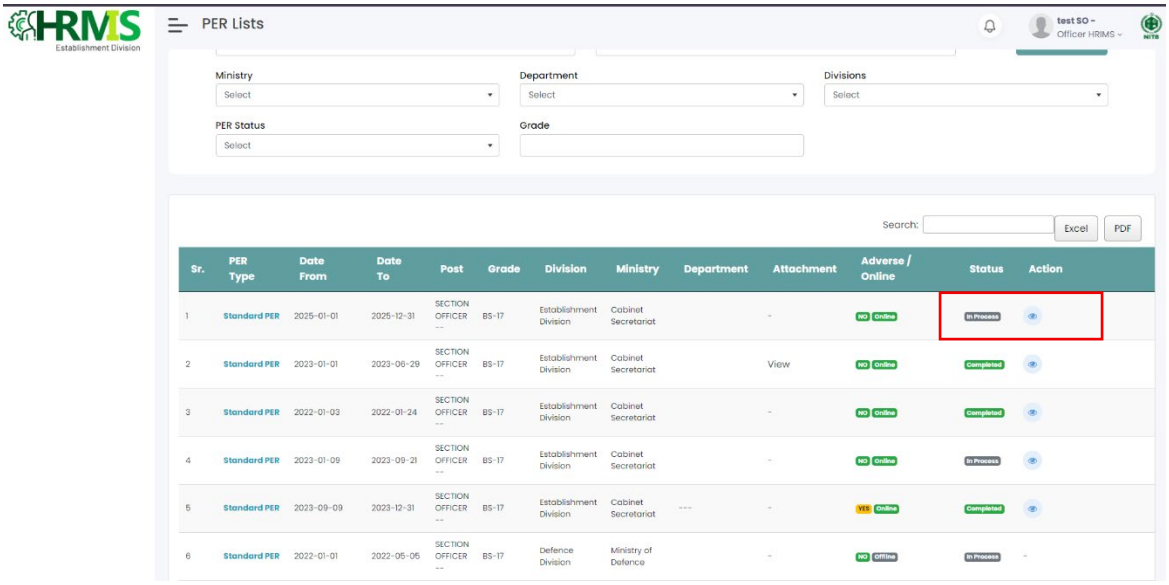
“BACK” (if you want to discard the changes)”.



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



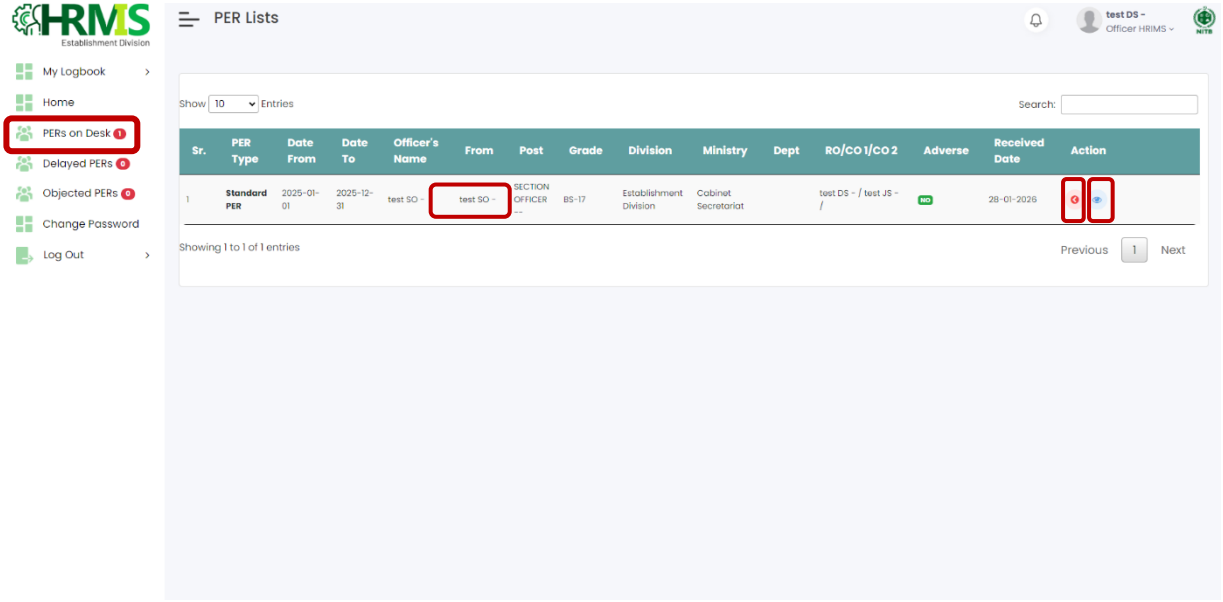
2.28 If a PER is saved Only and not submitted it will appear in the PER List where you can select on the edit option and make any changes if required and then it can be submitted.



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.

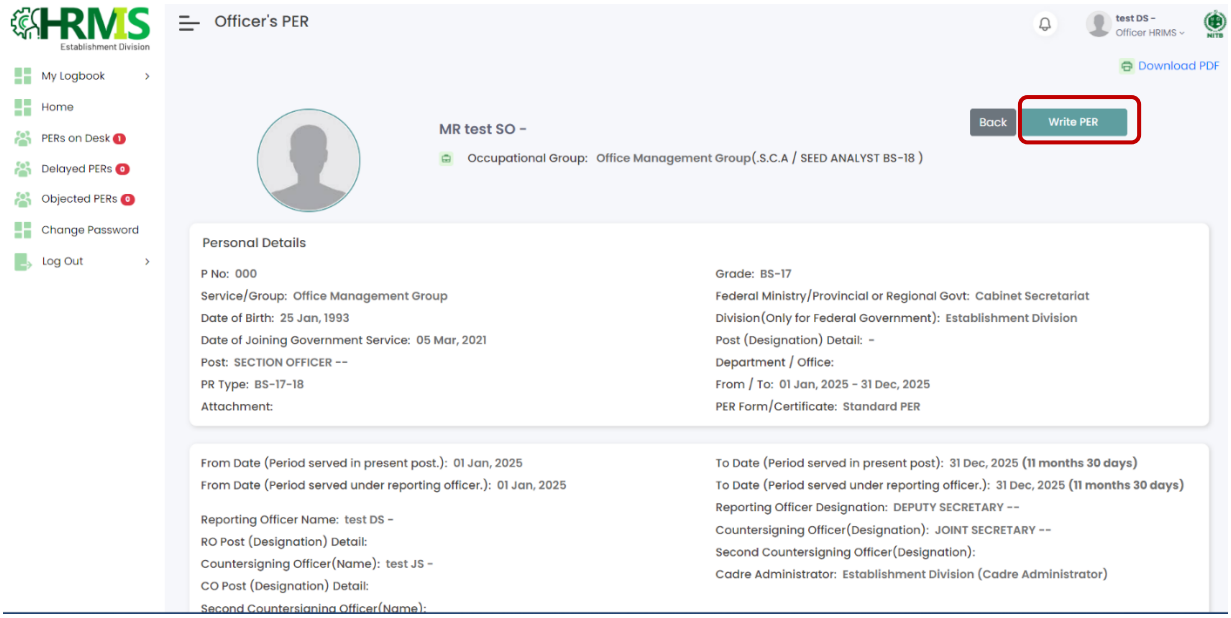


3.3 Note: Reporting Officer (RO) checked and verify the details of PER e.g (names of Reporting Officer PER and the Period Under his tenure as Reporting Officer (RO) Date (from & to)) if it is correct then Continue to Write PER otherwise return the PER to the “PER Admin” with comments for correction.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

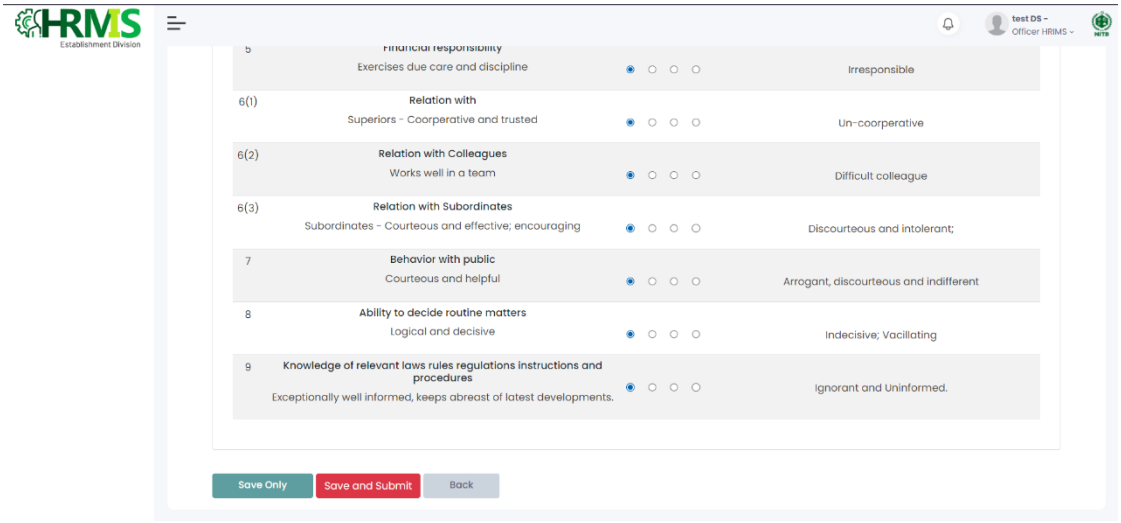

HRMS
Establishment Division
Officer's PER
test DS -
Officer HRIMS
My Logbook
Home
PERs on Desk 1
Delayed PERs 0
Objected PERs 0
Change Password
Log Out
Download PDF
Back
Write PER
MR test SO -
Occupational Group: Office Management Group(.S.C.A / SEED ANALYST BS-18)
Personal Details
P No: 000
Service/Group: 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
Reporting Officer Name: test DS -
RO Post (Designation) Detail:
Countersigning Officer(Name): test JS -
CO Post (Designation) Detail:
Second Countersigning Officer(Name):
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 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)”.



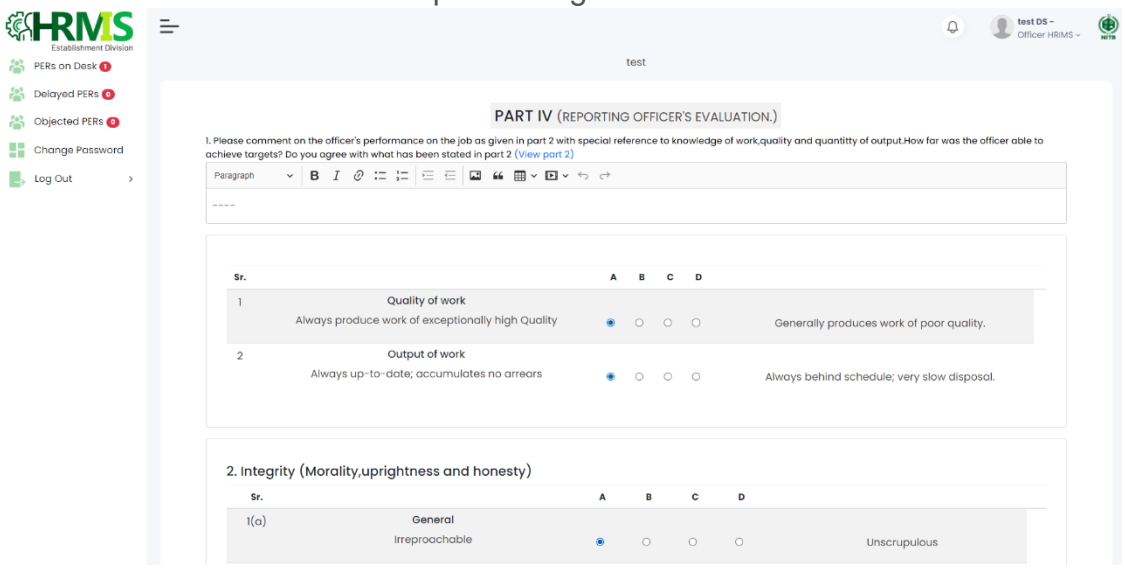
3.11 In the Part-4 the RO Press either:

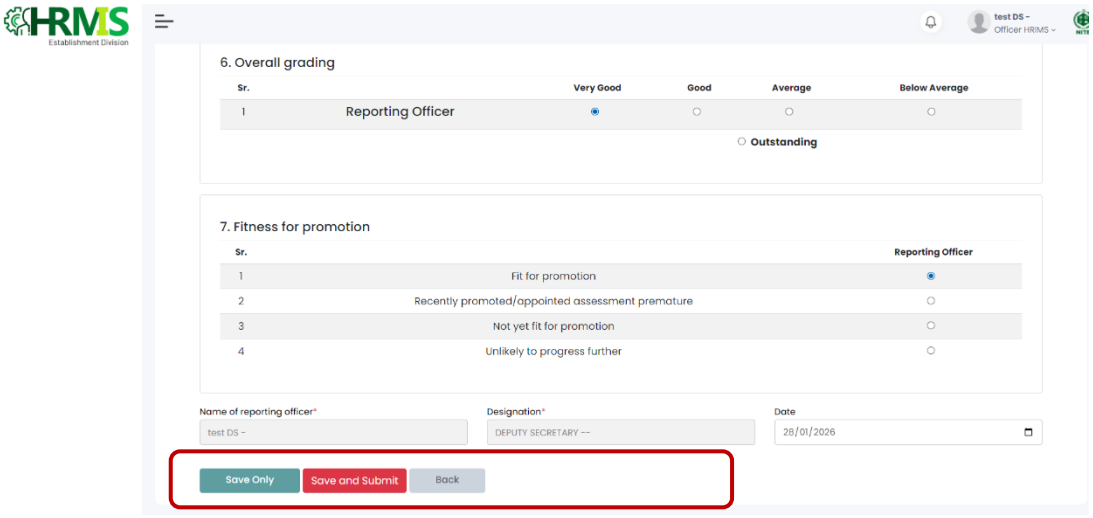
3.12 “SAVE ONLY” (if you want to save changes and submit later),

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.



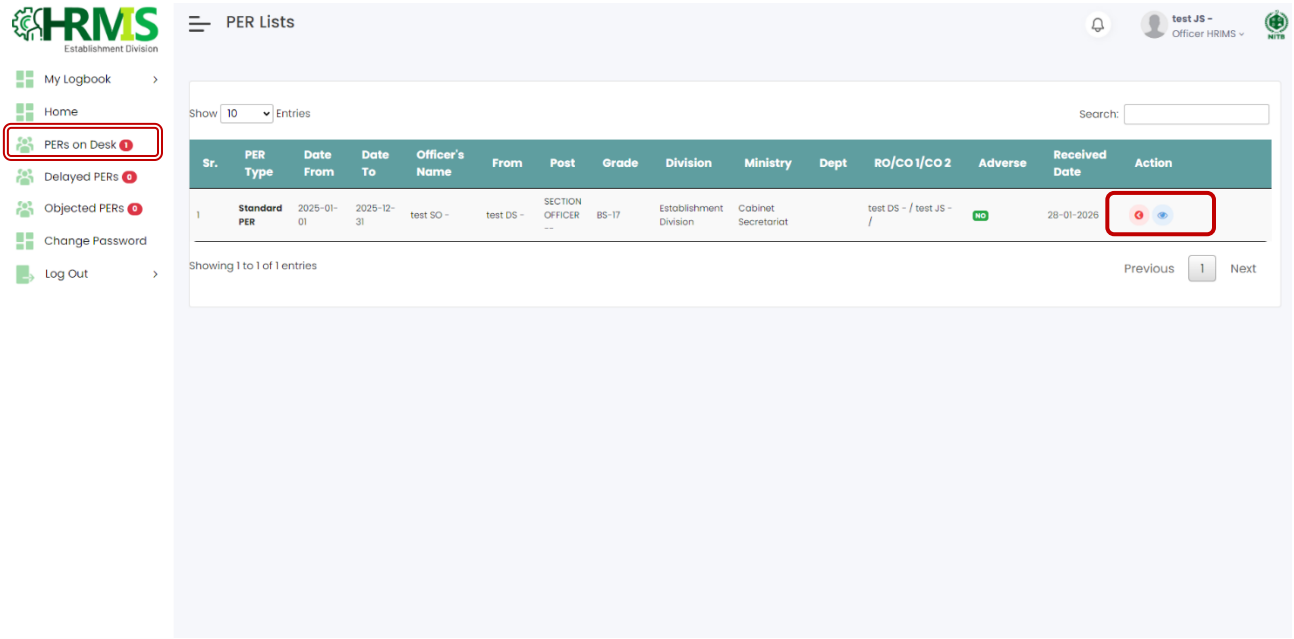


NOTE: In this case, when an outstanding option is selected in the grading, a text box automatically appears and officers must write comments to save the choice.

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.

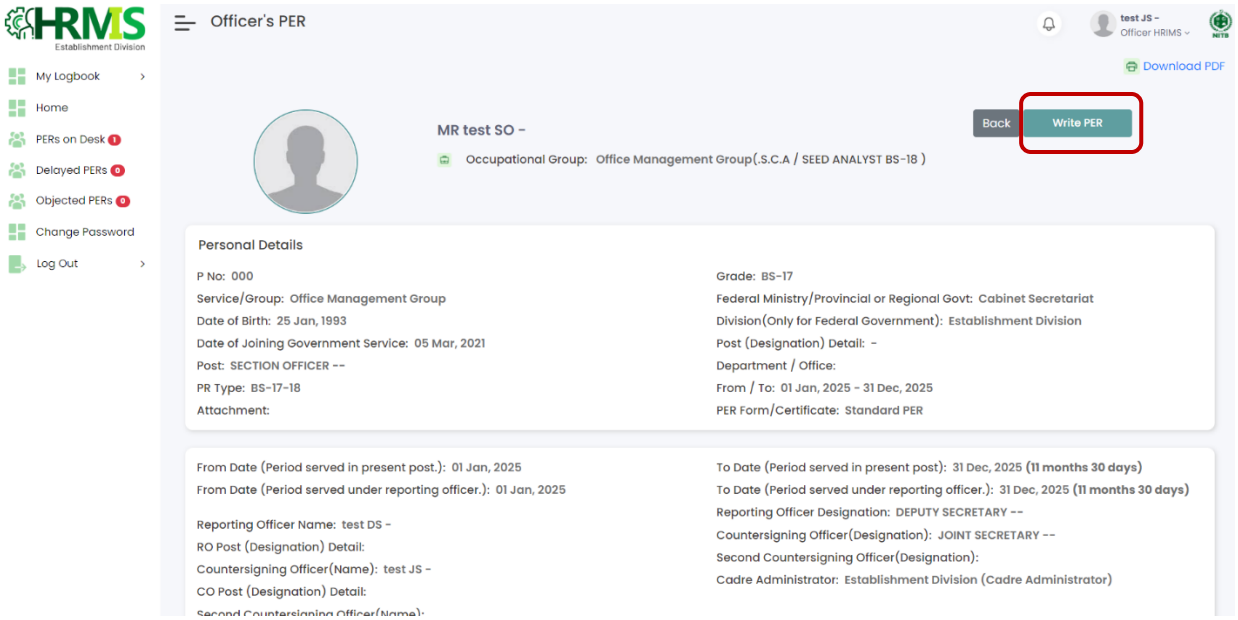


4.3 Note: Counter Signing Officer (RO) checked and verify the details of PER e.g (name of Counter Signing Officer of PER and the Period Under his tenure as Counter Signing Officer (CO) Date (from & to)) if it is correct then Continue to Write PER otherwise return the PER to the “PER Admin” with comments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

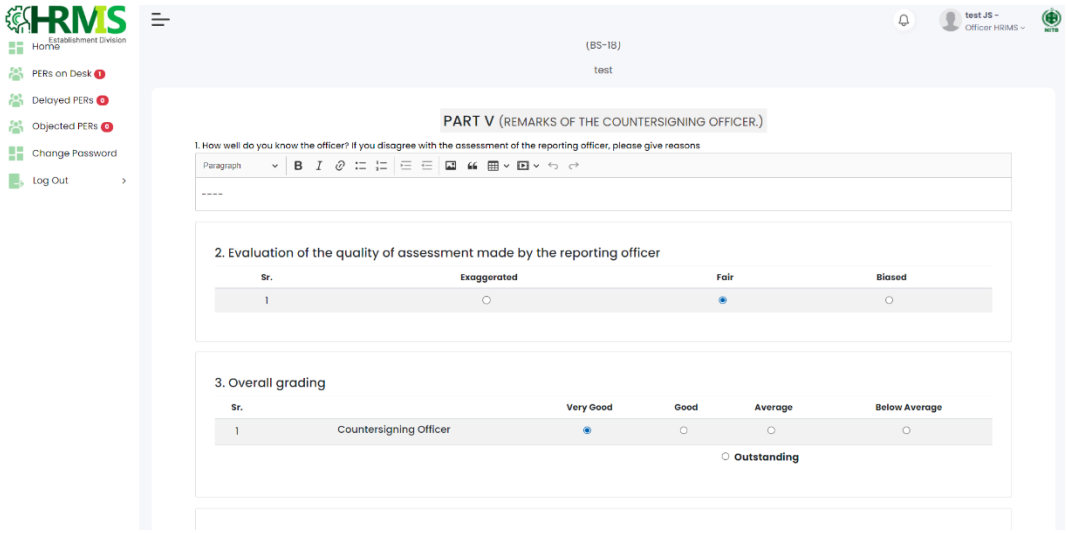
4.4 After clicking the view icon in action, the following screen will display details of officer’s PER

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

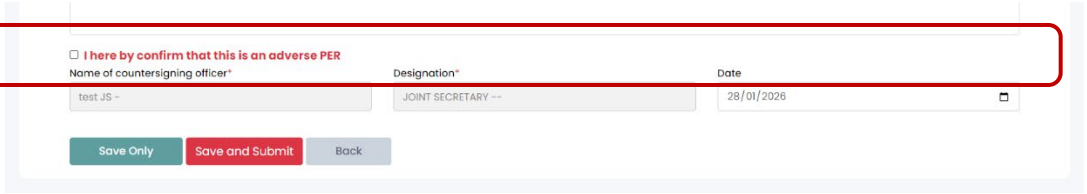
4.6 Click on “Back” button if you want to write it later


HRMS
Establishment Division
Officer's PER
test JS -
Officer HRIMS
My Logbook
Home
PERs on Desk 1
Delayed PERs 0
Objected PERs 0
Change Password
Log Out
Download PDF
Back
Write PER
MR test SO -
Occupational Group: Office Management Group(.S.C.A / SEED ANALYST BS-18)
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
Reporting Officer Name: test DS -
RO Post (Designation) Detail:
Countersigning Officer(Name): test JS -
CO Post (Designation) Detail:
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 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



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



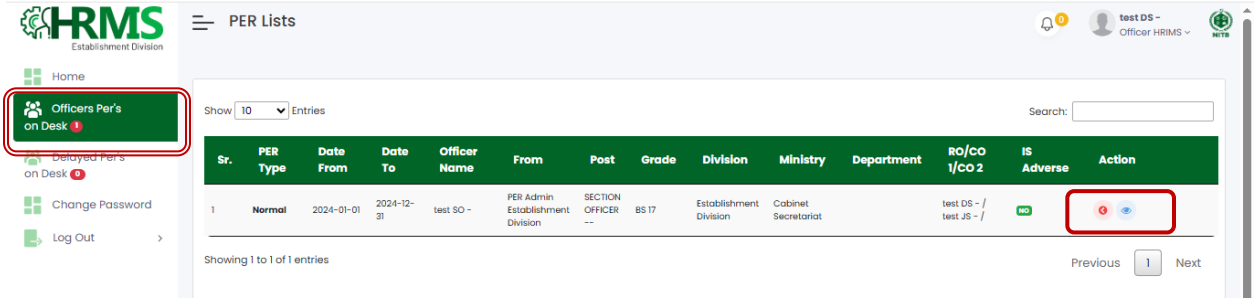
4.9 "SAVE ONLY" (if you want to save changes and submit later),
4.10 "SAVE AND SUBMIT" (if you want to save and submit),
4.11 "BACK" (if you want to discard the changes)".
After "SAVE AND SUBMIT" the PER will move to the "PER ADMIN" and then PER Admin will forward it to "Cadre Administrator" for further 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.

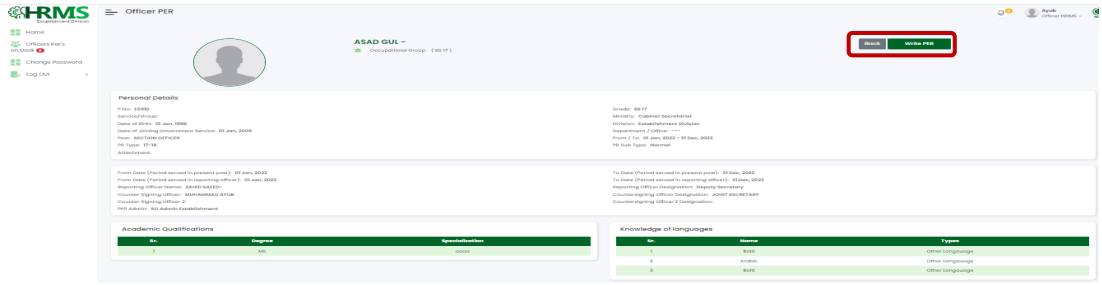


5.3 Note: 2nd Counter Signing Officer checked and verify the details of PER e.g (name of 2nd Counter Signing Officer of PER and the Period Under his tenure Date (from & to)) if it is correct then Continue to Write PER otherwise return the PER to the “PER Admin” with comments for correction. By pressing 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



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),

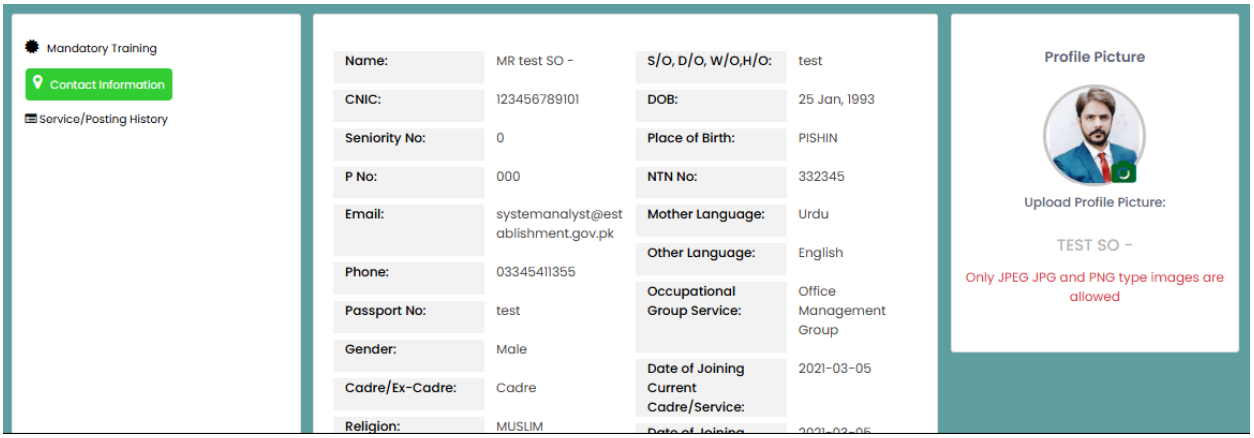
5.9 “SAVE AND SUBMIT” (if you want to save and submit),

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.



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
		Other Language:	English, Urdu, Punjabi
Phone:		**Occupational Group Service:**	Office Management Group
Passport No:			
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
Apointment 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.

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):

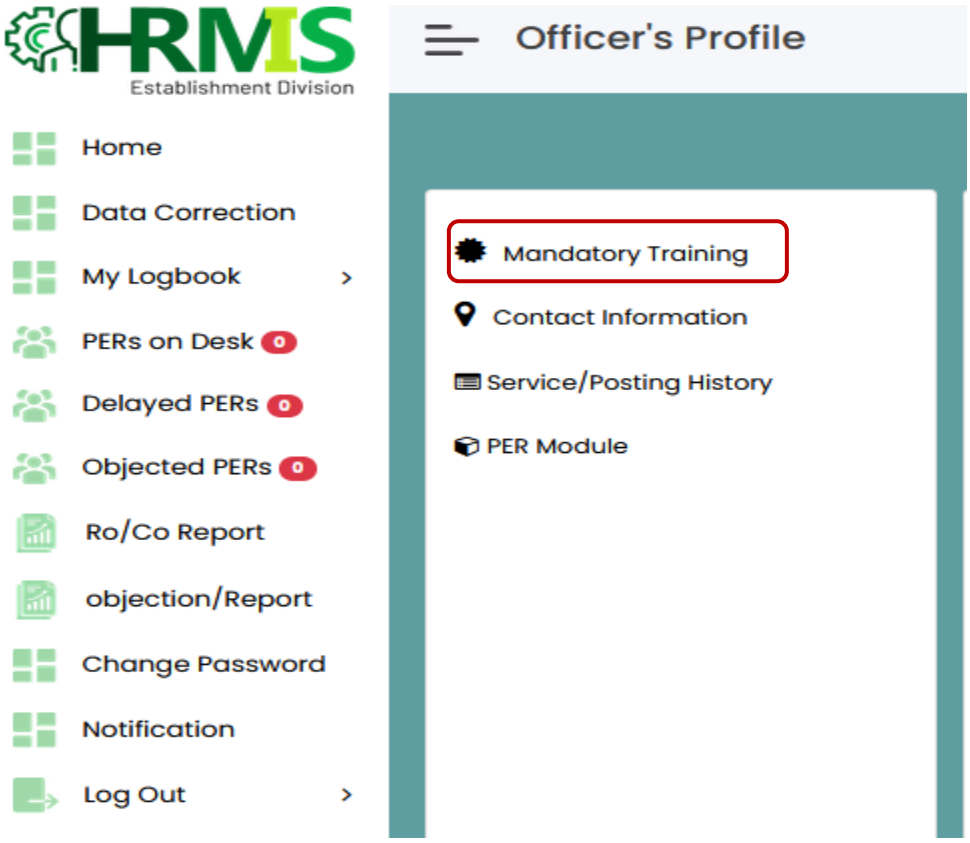
The following fields cannot be changed by officers directly. For corrections to these fields, an email must be sent to: **Deputy Director (Personnel Document-I)**, Email: **ddpd1@establishment.gov.pk**. The request must include justification and relevant documentary evidence.

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)

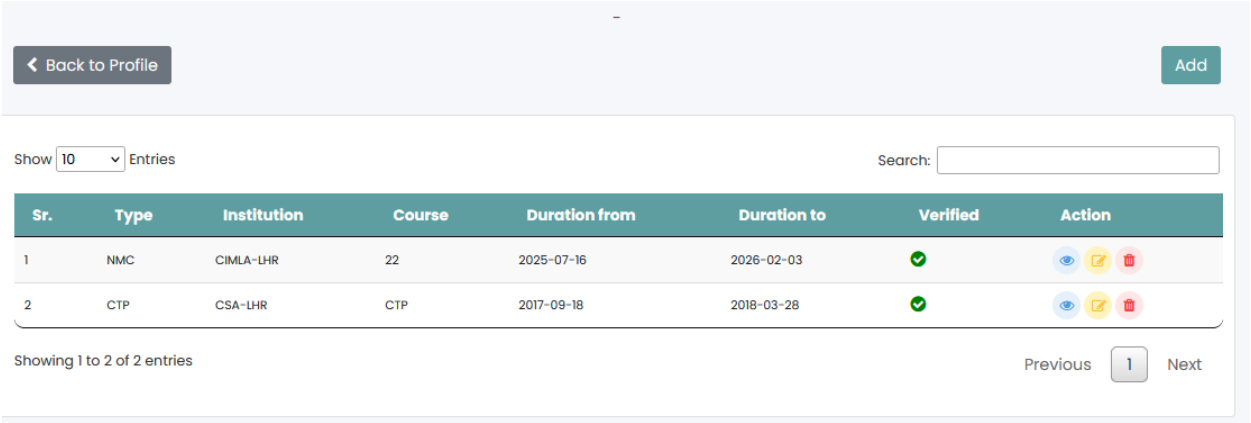
8. VIEW / UPDATE MANDATORY TRAINING

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.

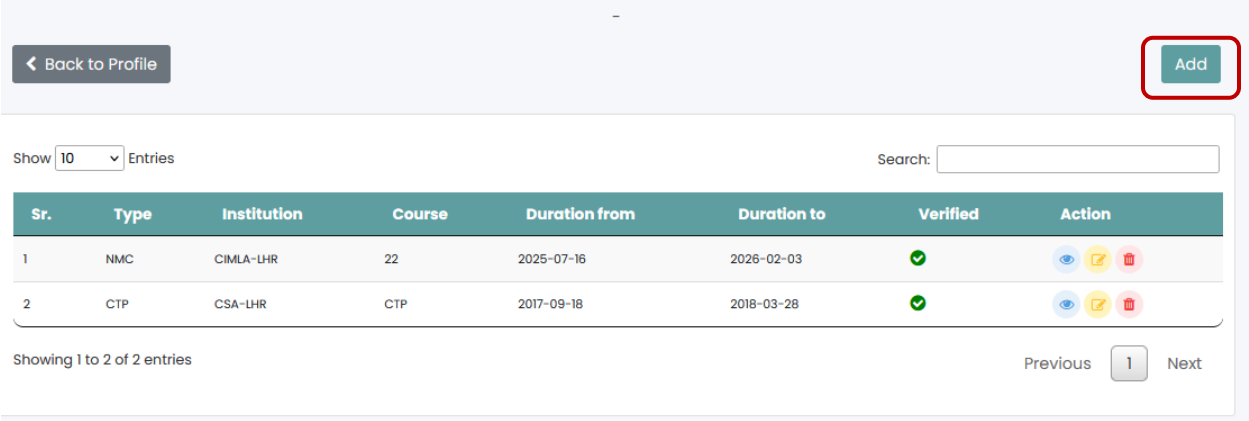


8.2. You will see a list of your mandatory training records with columns: Sr., Type, Institution, Course, Duration From, Duration To, Verified, Action.



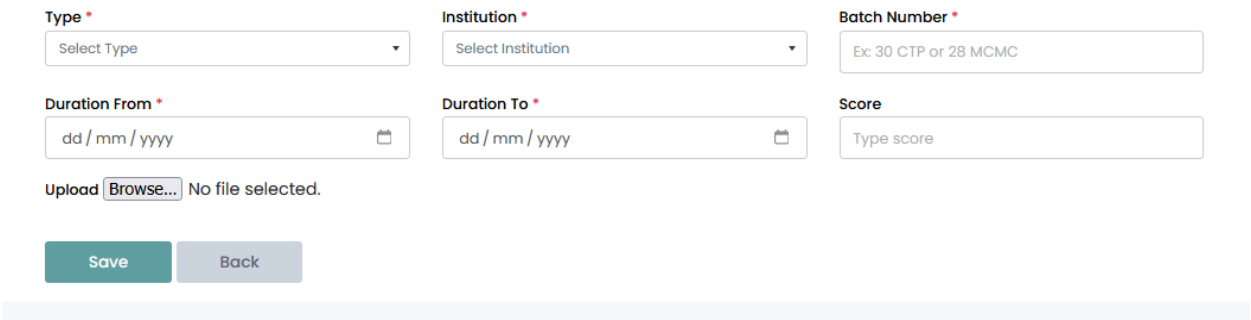
Add a New Training Record (If a Mandatory Training you have completed is missing from the list)

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



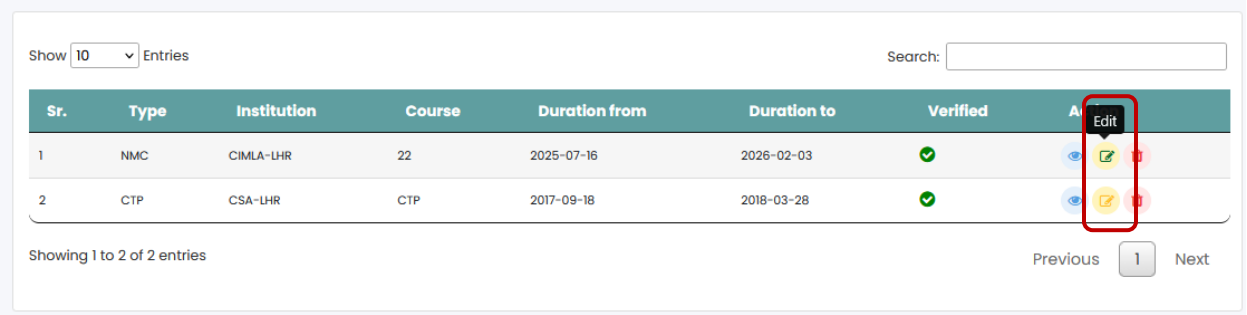
8.5. Click the "Save" button to submit. A Change Request will be created and sent to the Admin for approval.

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

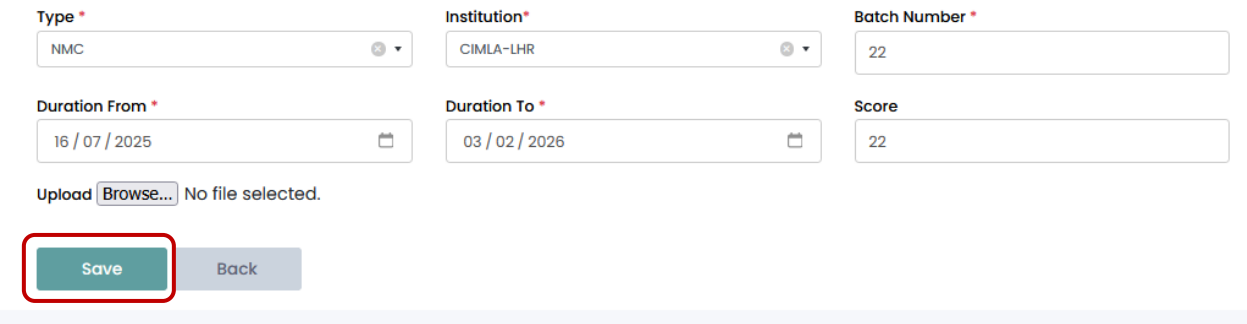
Note: Your new training record will not appear immediately in the list. It will be added after the Admin approves your Change Request. You can track the status in the "Change Requests" section

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.



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.



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.

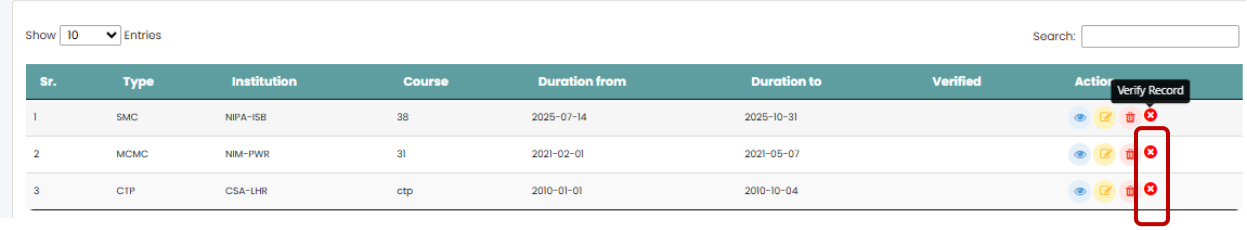
Delete an Existing Training Record

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

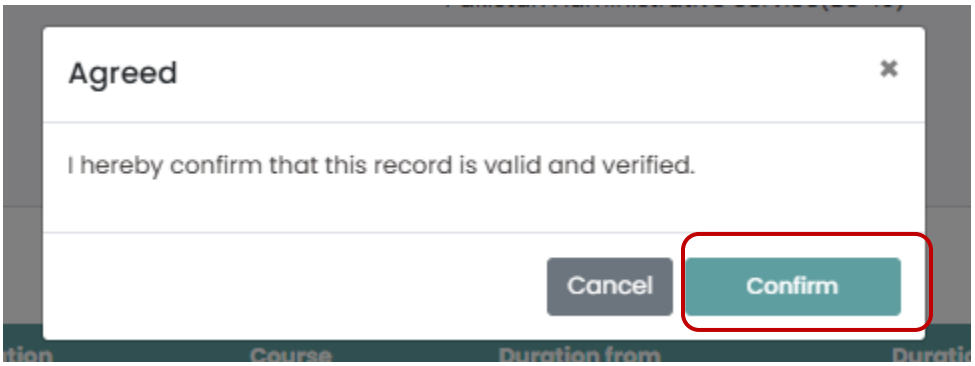
Verify an Existing Training Record

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

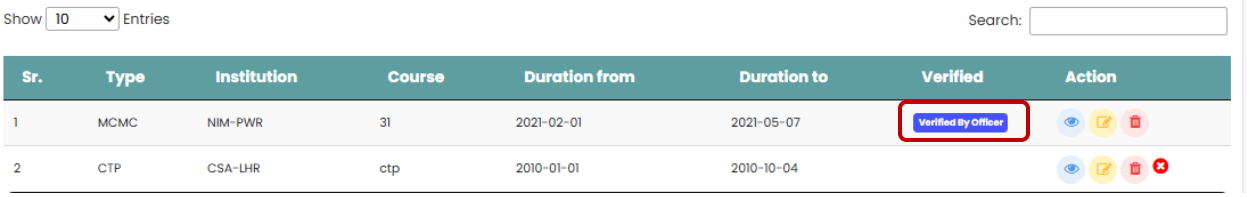
8.13. Click the verify icon (Red icon) in the Action column.



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



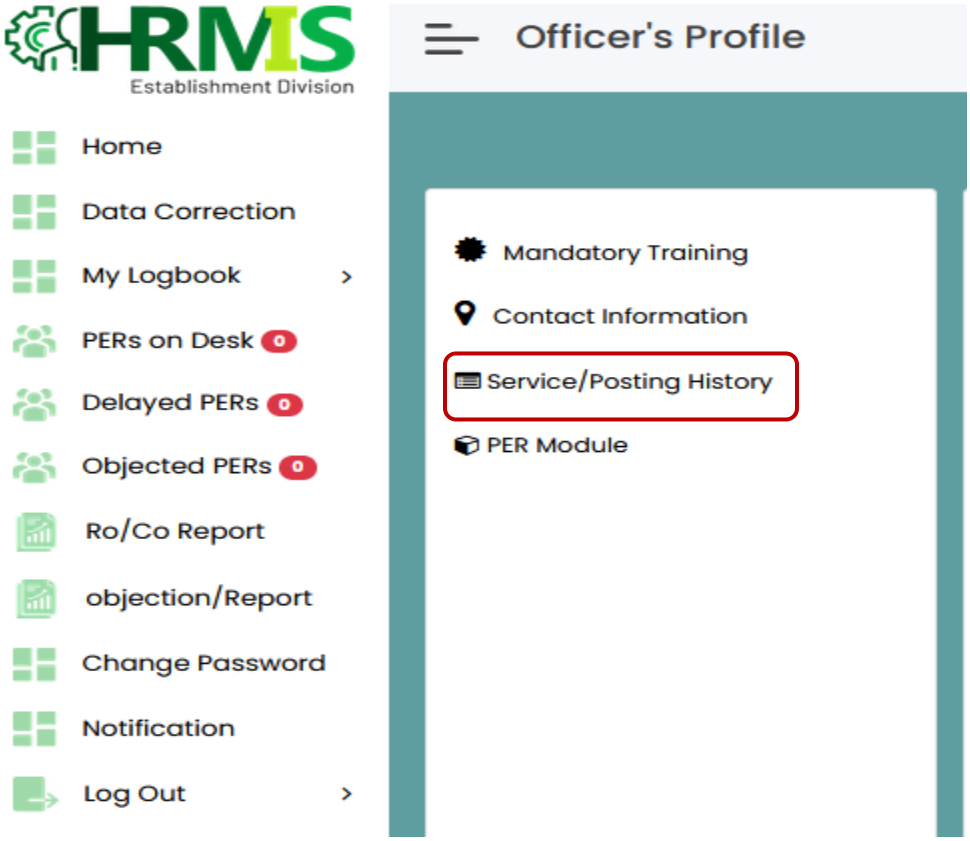
8.15. The training record will be marked by "Verified by Officer"



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.



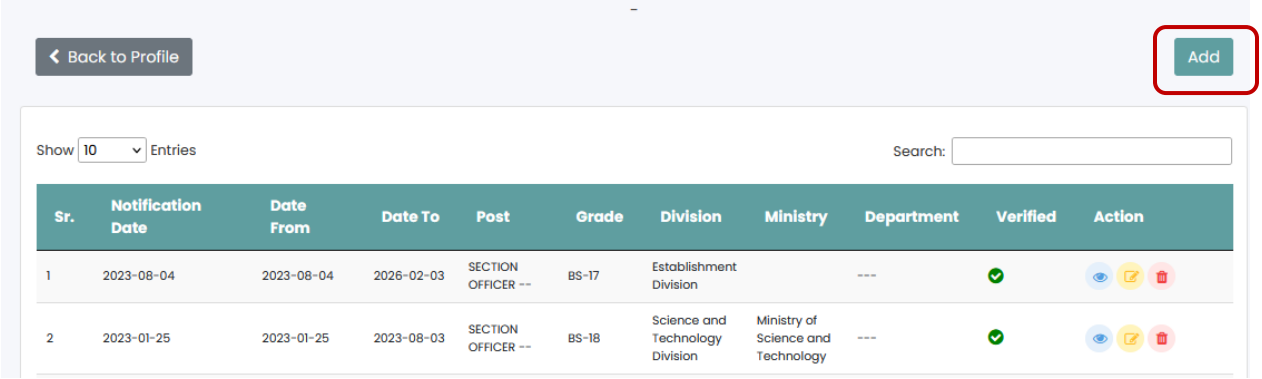
9.2. You will see a list of your posting records with columns: Sr., Notification Date, Date From, Date To, Post, Grade, Division, Ministry, Department, Verified, Action.

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

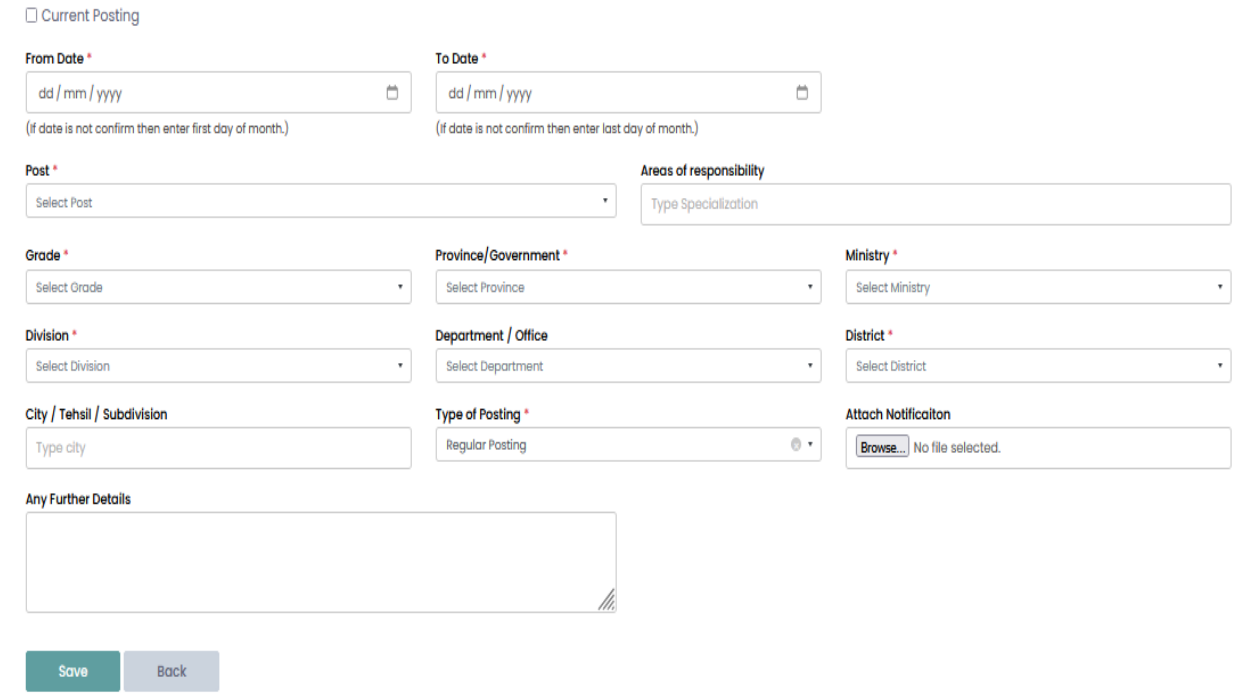
If a posting entry is missing from the list:

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



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

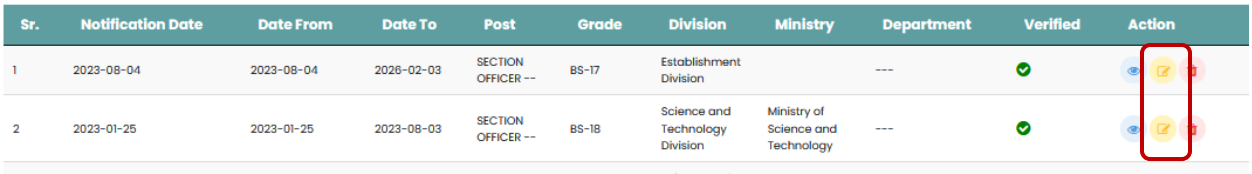
Field	Description	Required
Current Posting	Check this box if this is your current/active posting	No
From Date	Start date (if not confirmed, enter 1st of month)	Yes
To Date	End date (if not confirmed, enter last day of month). Auto-disabled if "Current Posting" is checked.	Yes
Post	Select the designation/post 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



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

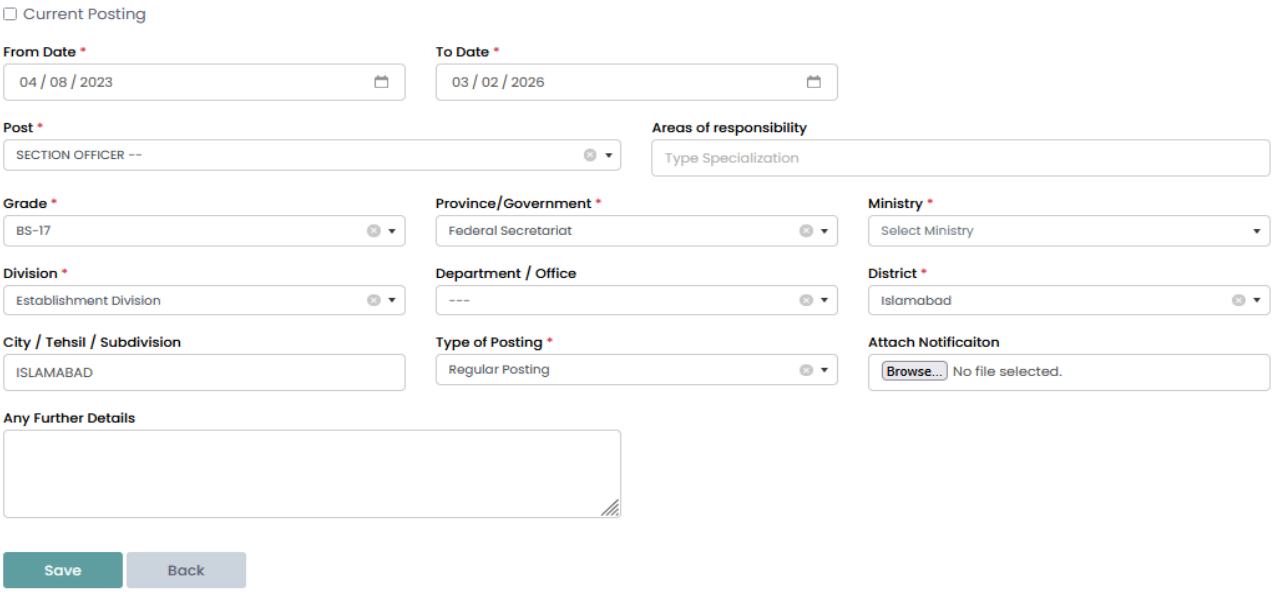
Edit an Existing Posting Record

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.



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.

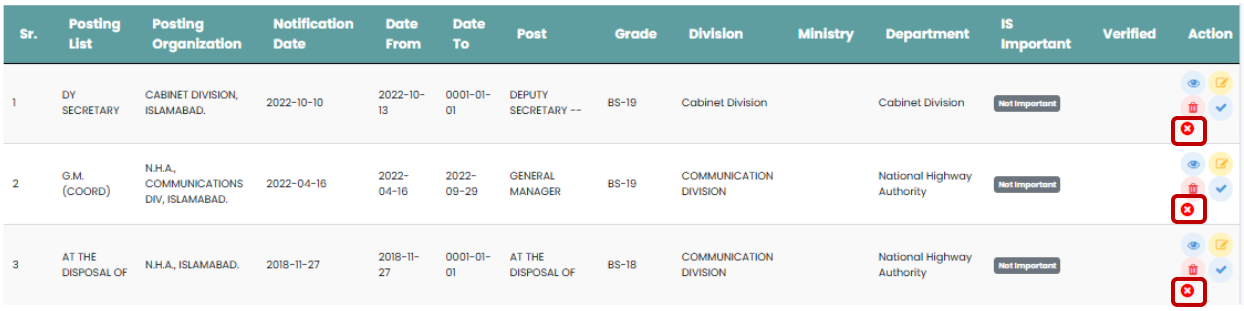
Delete an Existing Posting Record

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

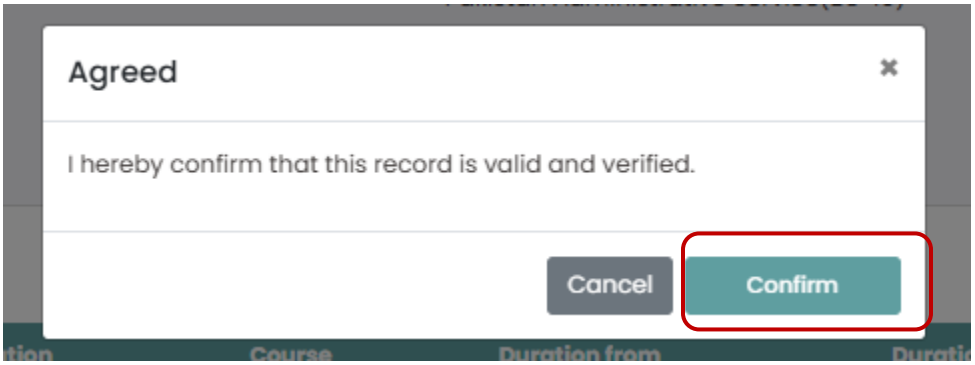
8.12. In the posting list, locate the record you want to verify (if it's completely correct)

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

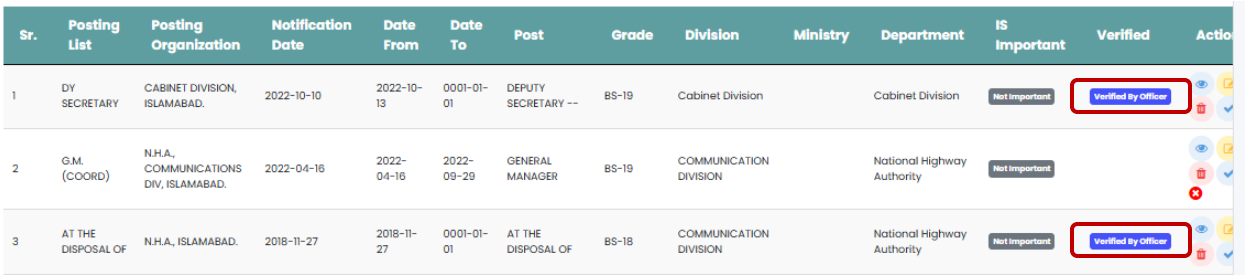


Sr.	Posting List	Posting Organization	Notification Date	Date From	Date To	Post	Grade	Division	Ministry	Department	IS Important	Verified	Action
1	DY SECRETARY	CABINET DIVISION, ISLAMABAD.	2022-10-10	2022-10-13	0001-01-01	DEPUTY SECRETARY --	BS-19	Cabinet Division		Cabinet Division	Not Important		
2	G.M. (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.



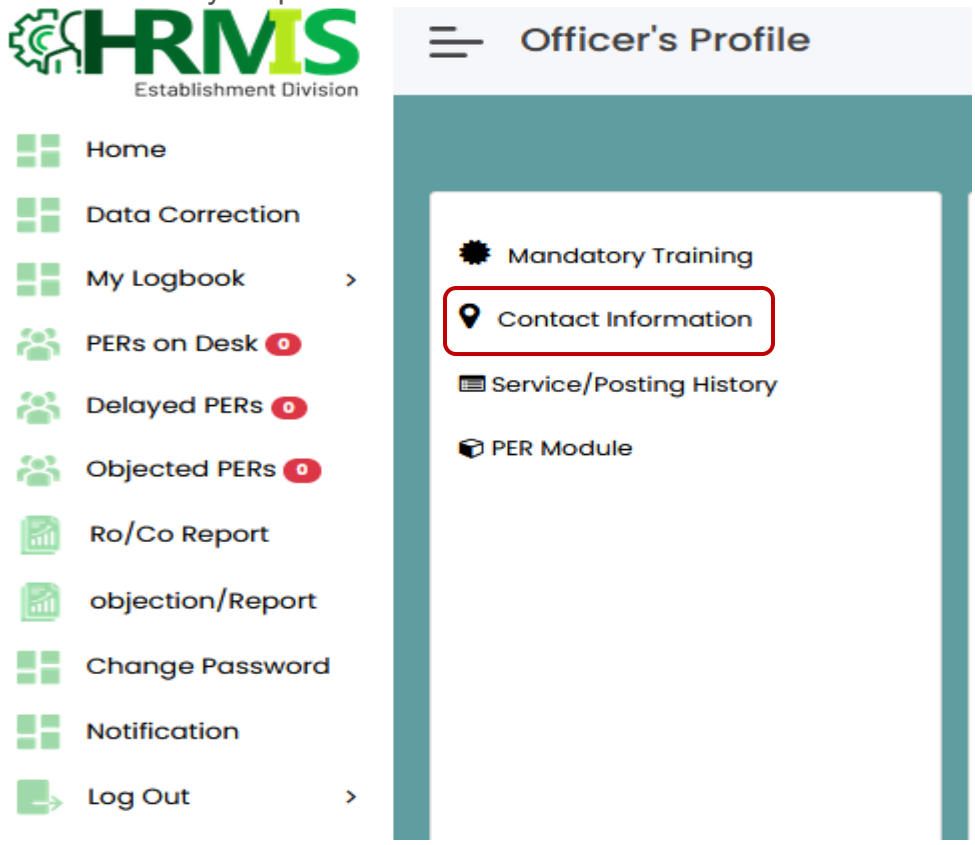
8.15. The posting record will be marked by "Verified by Officer"



Sr.	Posting List	Posting Organization	Notification Date	Date From	Date To	Post	Grade	Division	Ministry	Department	IS Important	Verified	Actio
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

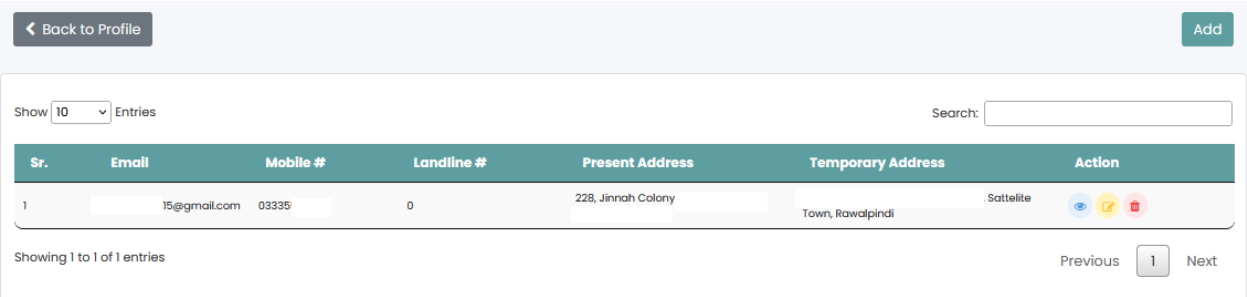
10.1. After successfully logging in, click on the "Contact Information" tab visible on the left side of your profile dashboard.



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)



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:

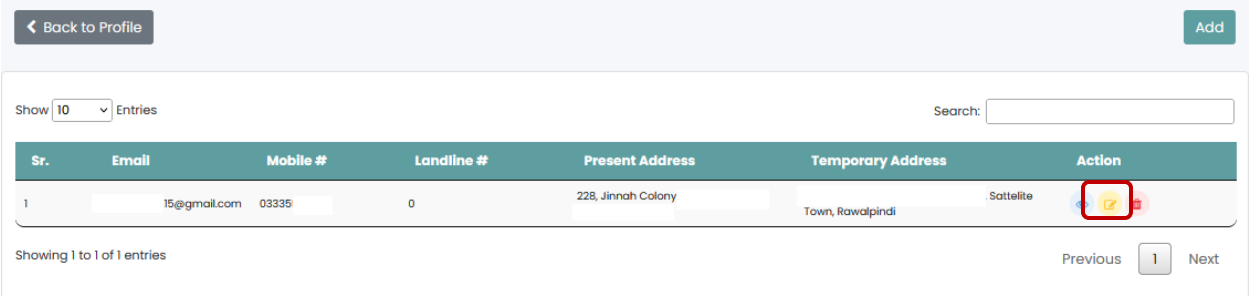
Field	Description	Required
Email	Your official/personal email address	Yes
Mobile Number	Your current mobile number	Yes
Landline Number	Your landline number	Yes
Permanent Address	Your permanent residential address	Yes
Temporary Address	Your current/temporary address	Yes

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

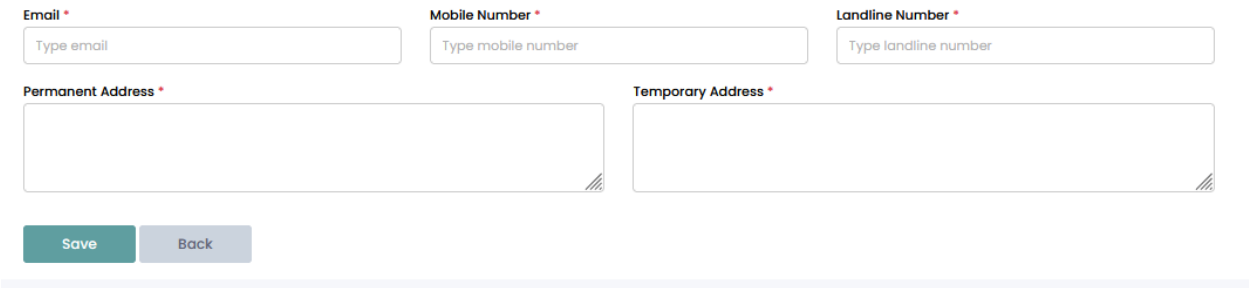
Update Existing Contact Information

If contact information already exists:

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



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

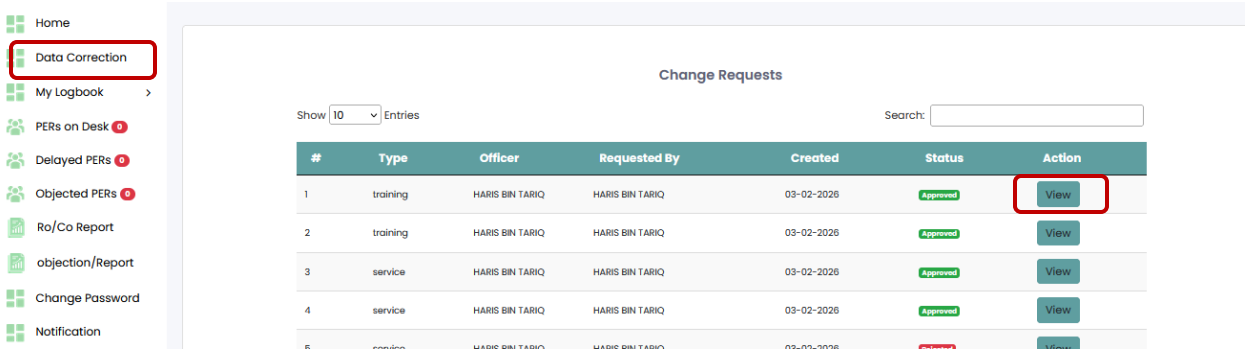
Important: The Admin can also perform selective field approval. This means some fields in your request may be approved while others are rejected. Check the status of each individual field in the Change Request details.

View Change Request Details

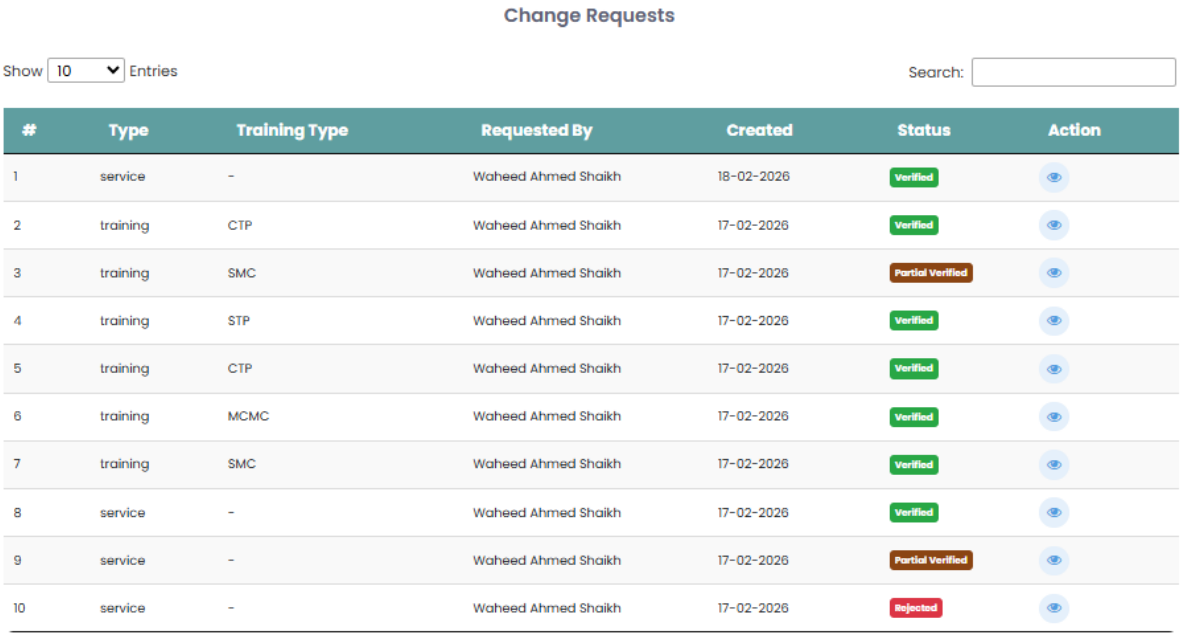
Click "Data Correction" on the left side of your profile dashboard

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



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



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)

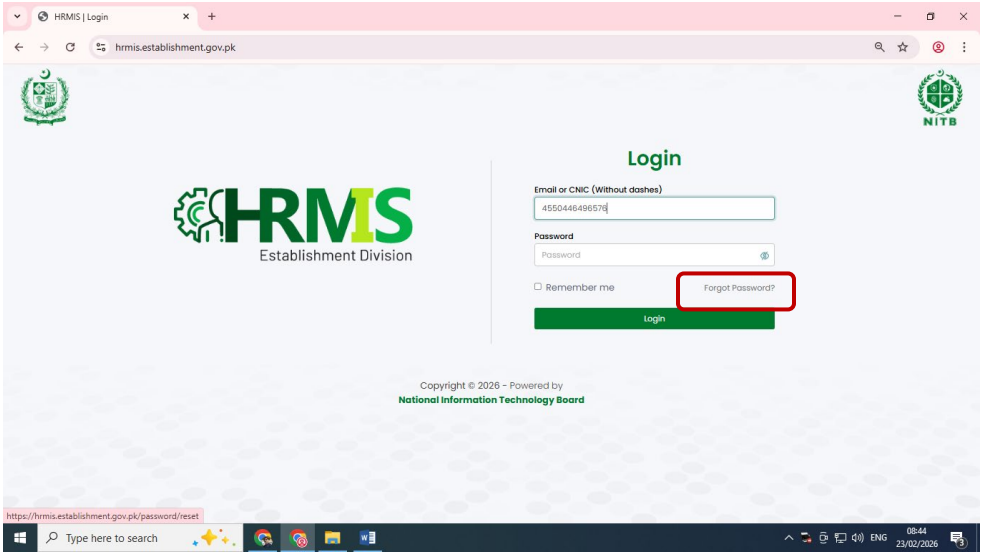
Establishment Division

Phone: 051-9103562

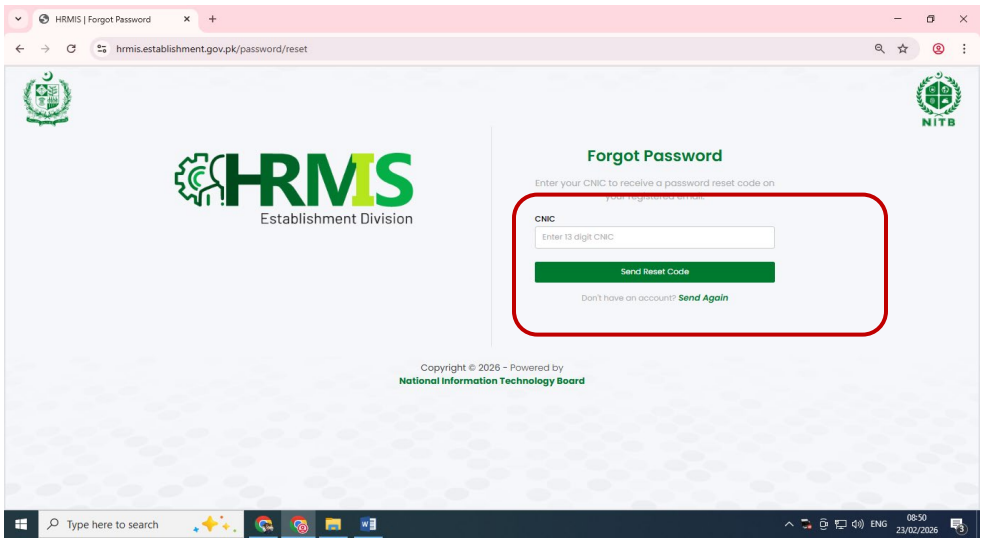
Email: ddpd1@establishment.gov.pk

13. INSTRUCTIONS FOR RECOVERY/FORGOT PASSWORD)

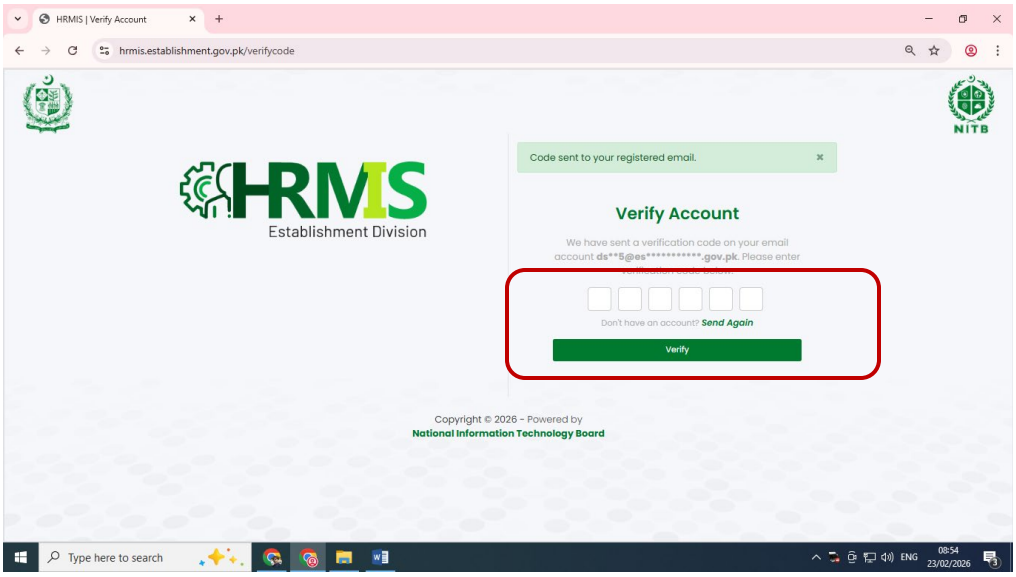
13.1. In case officer forget password, click on the "forgot password?" visible on the login screen



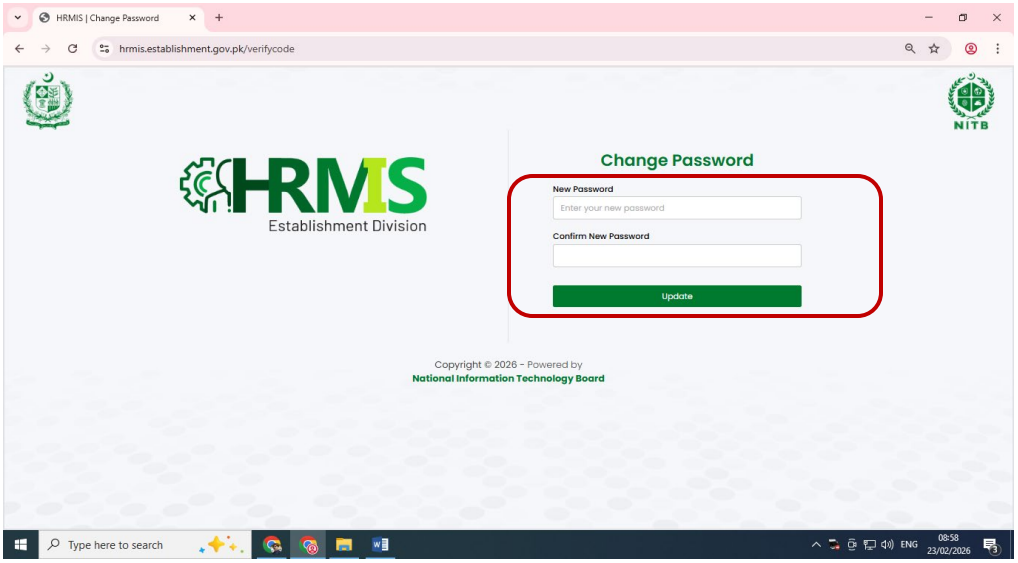
13.2. Enter your CNIC without dashes, click on the "Send Reset Code" visible on the screen (The code sent to your email that is registered with your profile)



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.