

How to Know Employee ID/Code & Password

On request from Punjab Government, NIC Punjab has developed an online portal known as Integrated Human Resource Management System(iHRMS) and is available at <https://hrms.punjab.gov.in> and employee can use this portal for their various needs for instance to see Service Book, Pay slip, Yearly Statement, GPF, GIS, Apply Leave, Increment Orders, Property Return and ACR Filing. However to access this portal, employees require authorized employee ID and Password.

Though it is the duty of office establishment which enters service book to inform each employee the login id and default password but instances are coming to our knowledge that these are not revealed to them or if revealed employee forgot it and need to know it again or simply employees ignored the purpose for which it is generated.

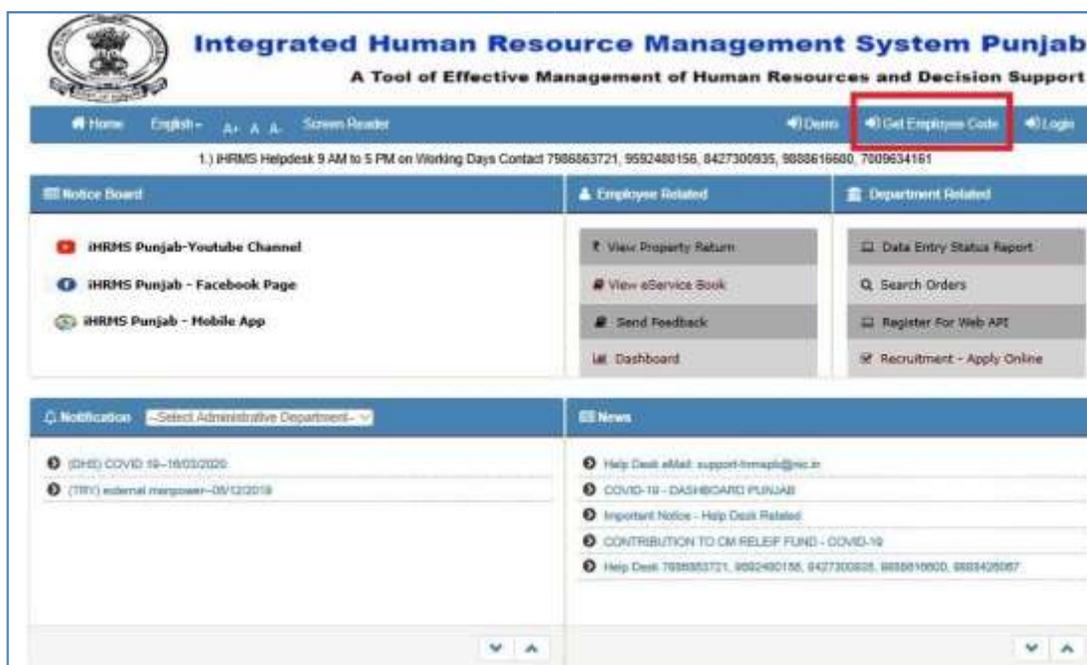
All employees are required to know their employee ID and password as this will remain same throughout their service period and will be used for various services in IHRMS portal.

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

Step 1:

A. How to know Employee/User Code

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



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

The screenshot shows the 'RECOVER HRMS EMPLOYEE CODE' interface. At the top, there are logos and the text 'Integrated Human Resource Management System Punjab' and 'A Tool of Effective Management of Human Resources and Decision Support'. The main form area contains the following elements:

- State***: A dropdown menu with 'PUNJAB' selected.
- Search By:** Two radio buttons: 'UID' (selected) and 'Date of Birth'.
- Auditor Number(AED)**: An empty text input field.
- Registered Mobile No***: An empty text input field.
- Captcha Text**: A green box displaying '8 + 6 = ?' with a refresh icon.
- Enter Captcha***: An empty text input field.
- Buttons**: 'FETCH EMPLOYEE CODE' and 'RESET'.

2. Select either option in 'Search by' field i.e. UID or DoB. Depending upon what is selected, either UID number will be asked or Date of Birth will need to be entered.
3. After that enter your registered mobile number that is mobile number as entered by your Establishment Office. If it is not entered correctly/old number is entered, you will not receive the OTP to fetch employee ID. If no OTP is received contact your Establishment Office and ask them to correct the mobile number intended for receiving the OTP.
4. Once correct mobile number is entered, enter CAPTCHA details as asked and then press Fetch Employee Code.
5. A message in pop up will be shown "Employee Code Sent Successfully to your mobile" if the details (UID, Dob, mobile number) are entered correctly.
6. Press 'OK' n the following screen, and a SMS as displayed below sample will be received on registered mobile displaying Employee ID.

To:QP-PBGOVT

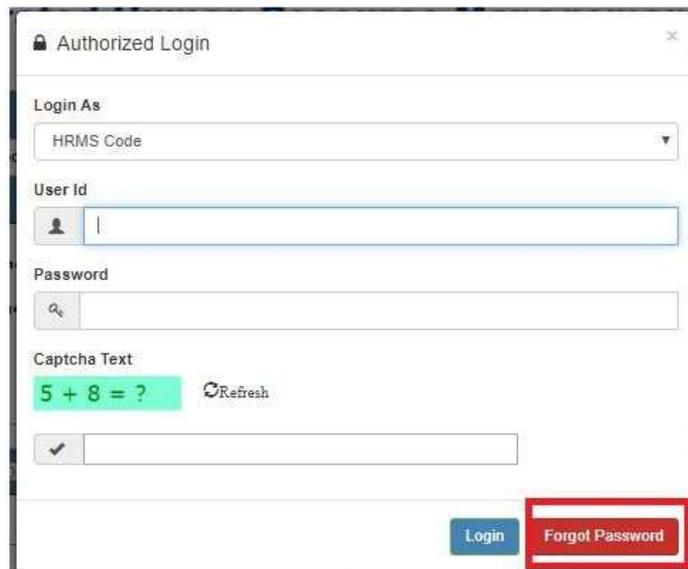


B. How to Know/Reset Password

1. After receiving your Employee ID if you know password, then login or proceed as mentioned below to fetch the password.
2. Visit <https://hrms.punjab.gov.in> website and select 'Login' option as shown in the following screen:



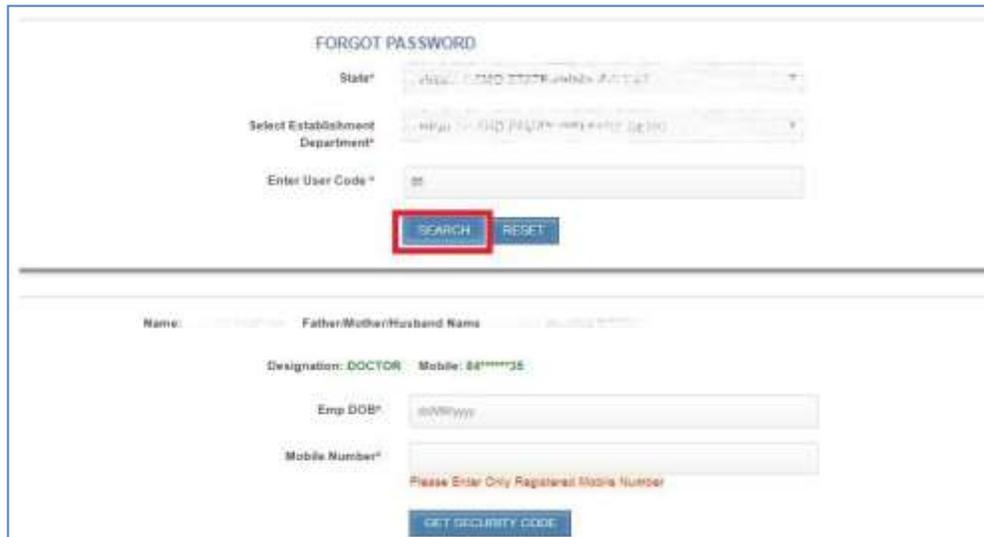
3. Once Login is pressed, following screen will be shown where 'Forgot Password' option is to be clicked to retrieve the password:



4. Upon pressing Forgot Password, following screen will be displayed:



5. Enter your Establishment Department where your Service book is maintained followed by User (employee) code and click search button. The screen will change to following showing details of father/husband name, designation and mobile number in secretive manner. See the screen below:



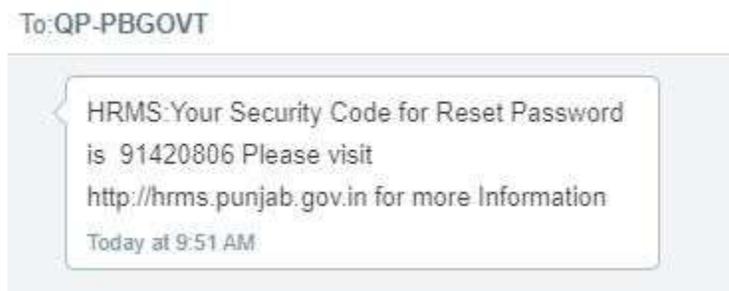
The screenshot shows a web interface titled "FORGOT PASSWORD". It contains three main input sections: "State" with a dropdown menu, "Select Establishment Department" with a dropdown menu, and "Enter User Code" with a text input field. Below these is a "SEARCH" button highlighted with a red box and a "RESET" button. A horizontal line separates this from a results section. The results section shows "Name: Father/Mother/Husband Name", "Designation: DOCTOR", and "Mobile: 84*****35". Below this are input fields for "Emp DOB" and "Mobile Number" (with a red warning "Please Enter Only Registered Mobile Number"), and a "GET SECURITY CODE" button.

6. You may be asked to enter the Date of Birth and Mobile Number again (as entered by your establishment department/office) and upon providing the same, a Code will be sent to the registered mobile number.

7. Upon receiving security code, the same is to be entered. Pls. Note if OTP is not received in 10 minutes, resend Security Code can be used.

8. Check the Text Message received on your registered mobile number which will be in the following format:

9.



10. Now complete the process of entering the OTP received by entering it in the way it is shown on the screen below:

FORGOT PASSWORD

State*

Select Establishment Department*

Enter User Code*

Name: Father/Mother/Husband Name

Designation: DOCTOR Mobile: 84*****35

Emp DOB*

Mobile Number*

Please Enter Only Registered Mobile Number

Security Code*

8. Once proper security code is entered, the above screen will take following shape wherein employee can set password after confirming it.

Name: Father/Mother/Husband Name

Designation: DOCTOR Mobile: 84*****35

Emp DOB*

Mobile Number*

Please Enter Only Registered Mobile Number

Security Code*

New Password*

Confirm New Password*

Now employee ID/User Id is known and password is reset, you can use it for accessing various services on iHRMS portal.