

Updation of Official eMail ID

As per latest directives from Additional Chief Secretary (GR) Government of Punjab on use of officials email IDs and also in the light of directions issued by Government of India in the past to stop usage of private email for official communications and stoppage of official email IDs for non-official purposes, iHRMS portal has provided a mechanism to update the email ID of the employee. How this is done is explained as below:

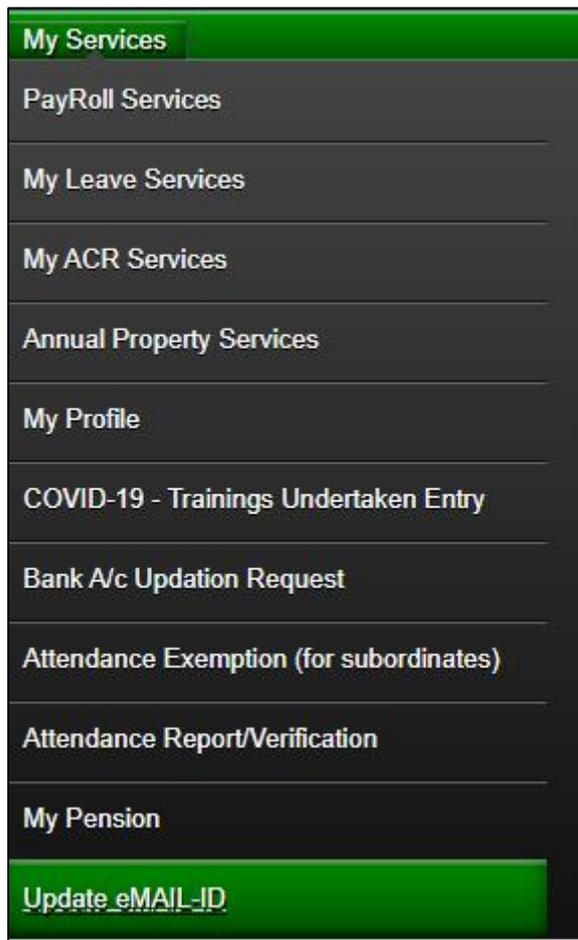
A. Updation of eMAIL-ID

1. Login With your ID and password.

If you do not know you employee ID or password pls. visit the link:

<https://hrms.punjab.gov.in/Home/GetNewsNotificationPDF?stateid=3%20&contentId=125> and retrieve your email ID and password as per the instructions given in the link.

2. Once logged in successfully select My Services → Choose update email id, as shown below:



3. Update eMAIL-ID will open a form as shown below. If your email id is entered by the Office (Establishment Office which maintains Service Records), email address can be updated using the form shown below:

UPDATE EMPLOYEE CONTACT DETAIL

Employee Contact Detail

State	<input type="text" value="PUNJAB"/>	Department	<input type="text" value="PUNJAB STATE GOVT"/>
Employee Name	<input type="text" value=""/>	Date of Birth	<input type="text" value=""/>

Present Contact Detail

Mobile Number *	<input type="text" value=""/>	<small>For updation of Mobile No , Please contact your office admin</small>	
e-mail Address *	<input type="text" value=""/>	<small>Only government emails(eg. gov.in or nic.in)</small>	

If email ID was not entered by the concerned office earlier, then employee needs to contact concerned office for the entry of email ID.

Pls. Note that only email ids ending with *gov.in* or *nic.in* suffix etc. will be updated. If you don't have any official email id, you may contact DGR Office Punjab for the creation of the email ID and then get it updated by the office or yourself depending upon the situations explained above.

B. Updation of Mobile / Contact Number:

While entering the Service Record of the employee, concerned office might have entered mobile / contact number of the employee but over time that may have changed or due to other reasons the mobile/contact number is to be updated. The mobile number can only be updated/changed by your establishment office. Therefore if change in mobile number is required, you may contact your Establishment office which maintains your Service Records.