

MOST IMPORTANT
TIME LIMIT



NO. SO(ESTT)TP-2020/2021
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore

042-99231573

Dated Lahore, the 9th July, 2021

To

All the Officers (Teaching/Non-Teaching BS-16 & Above),
Special Education Department,
Punjab.

Subject: **HRMS USER NAME & PASSWORD FOR EMPLOYEES**

I am directed to refer to the subject cited above and to inform you that Username & Password have been created for all the Officers (Teaching/Non-Teaching BS-16 & Above) on HRMS web portal of Special Education Department for the purpose of e-transferring. You are, therefore, directed to ensure the following tasks before submission of your online application for transfer:

- i) HRMS web portal link is **<http://specialeduhr.punjab.gov.pk/>**
- ii) Employees Login and Password is as under:
 - a. Username is CNIC Number of employee (without dashes) (please note that username will always be same and cannot be changed).
 - b. Password is CNIC Number of employee (without dashes)
- iii) However, user must change his/her password after first time login for security purpose.
- iv) User must verify his/her data and update it if necessary before applying (All entered information in the ICP Charts about user should be updated & corrected by the employees).

Most Important fields are "Home District", "Date of Present appointment", "Spouse Information", "Disability, Marital Status" which must be checked and corrected by the employee himself/herself.

Note: Don't share User Name & Password to the any other persons. Every employee will be responsible for the secrecy of his/her password.

2. If users have any query then please contact at following contact numbers:

Contact No. 042-99231573 (Contact Persons Muhammad Imran Qaisar and Muhammad Hafeez)

E-mail: so.establishment@sed.punjab.gov.pk

 9/7/2021
SECTION OFFICER (ESTT.)

CC:

1. PS to Minister, Special Education Department.
2. PS to Secretary, Special Education Department.
3. PA to Director General of Special Education Punjab, Lahore.
4. The Deputy Director (Admn), Directorate General of Special Education Punjab, Lahore.
5. All the District Education Officers (Special Education) with the direction to ensure that this information has reached to every employee in his / her respective division.
6. The Statistical officer, Directorate General of Special Education Punjab, Lahore for further necessary action.
7. All the Focal Persons of HRMS in Punjab.