Agri-HRMS Instructions for the Users

The users (Officers of BS 17 and above) from the Extension Wing, Water Management Wing and Pest Warning Wing are required to login to the Agri HRMS system to review and edit their data. The users will have to follow the following guidelines in order to successfully validate their information.

1. The user will receive their passwords on their personal contact numbers which is already provided to the PITB through their focal persons

2. The user will have to access the HRMS on https://agrihr.punjab.gov.pk/

3. The user will enter their CNIC number as "User Name"

4. The user will enter their "password" which is provided to them on their contact numbers as shown in figure a
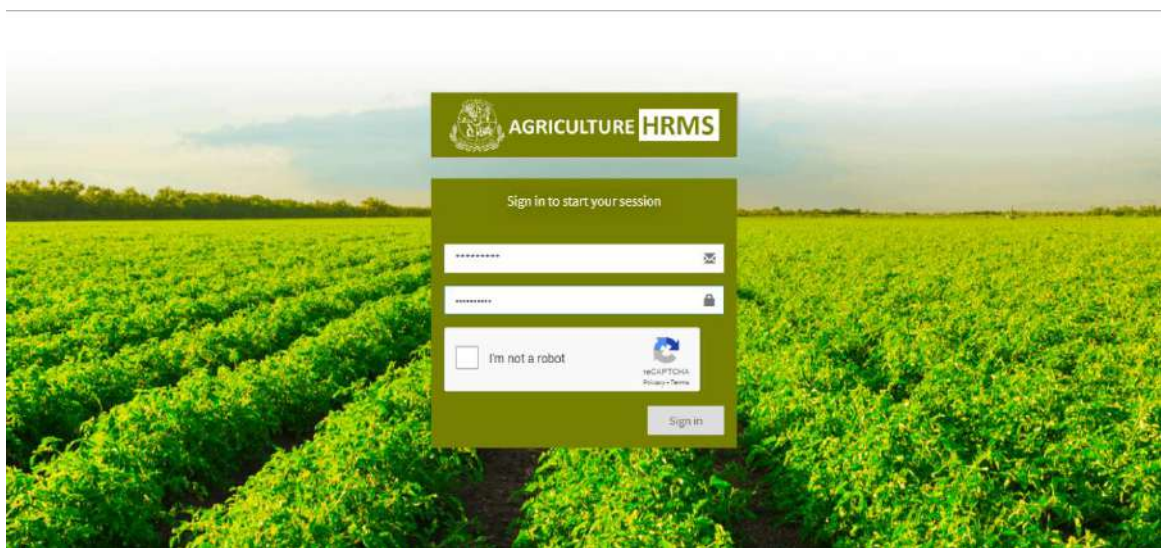

Figure a

5. The users will successfully login to the HRMS system after providing correct Username and Password

6. The users will be asked to change their password on first successful login as shown in figure b.
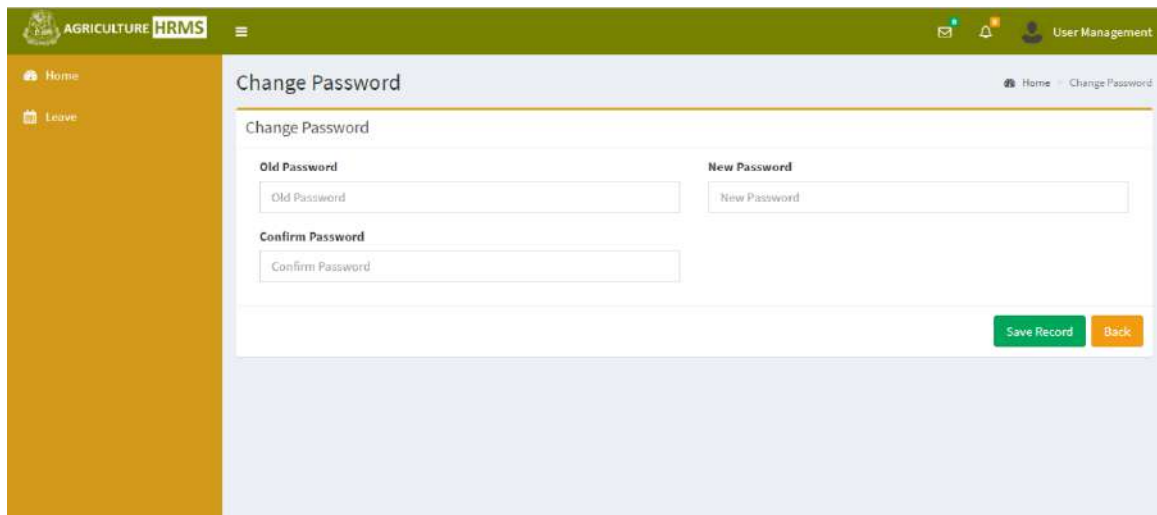
Figure b

7. After setting new password user will again login to portal. The user will view profile as shown in figure c
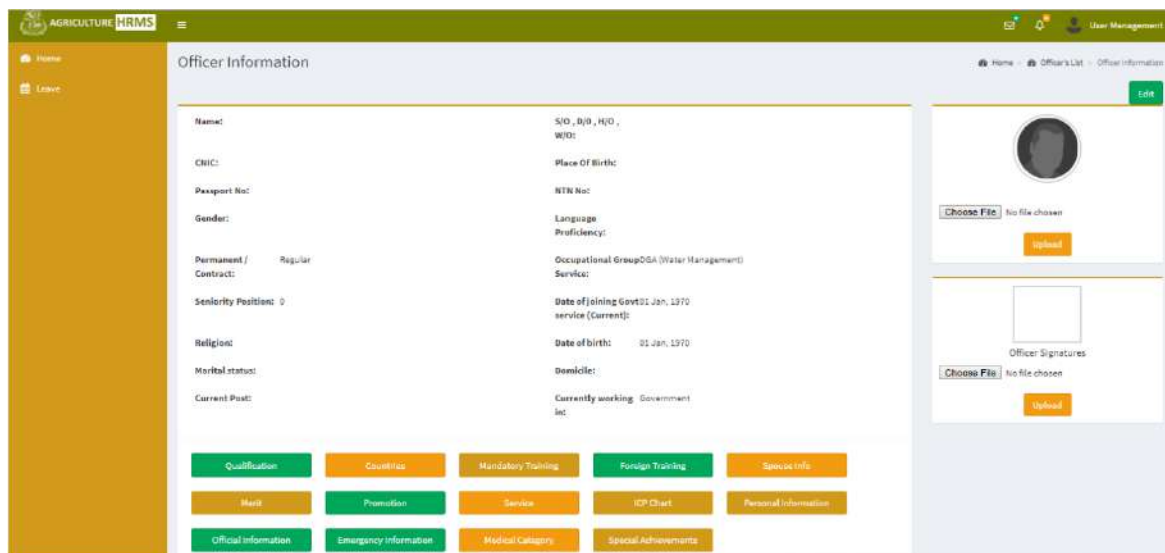

Figure c

8. User will be able to view their profile data in the following sections

   a. Personal Information

   b. Officer Information

   c. Training Information

   d. Service Information

   e. ICP Chart

   f. Postings

   g. Transfers

   h. Qualifications

   i. Special Achievements

9. The user will have to review the information in each section

10. The user will have to input any missing information as shown in figure d

Figure d

11. The user will have to fix any wrong information already in the system

12. The user will Click "Save" button to save their information after reviewing their information

13. The user will finally click "Validate" button to acknowledge that the information in their account is accurate

14. After validation the user will not be able to edit his profile.

15. After this exercise the user is responsible for the accuracy of the data that they have validated through the HRMS system