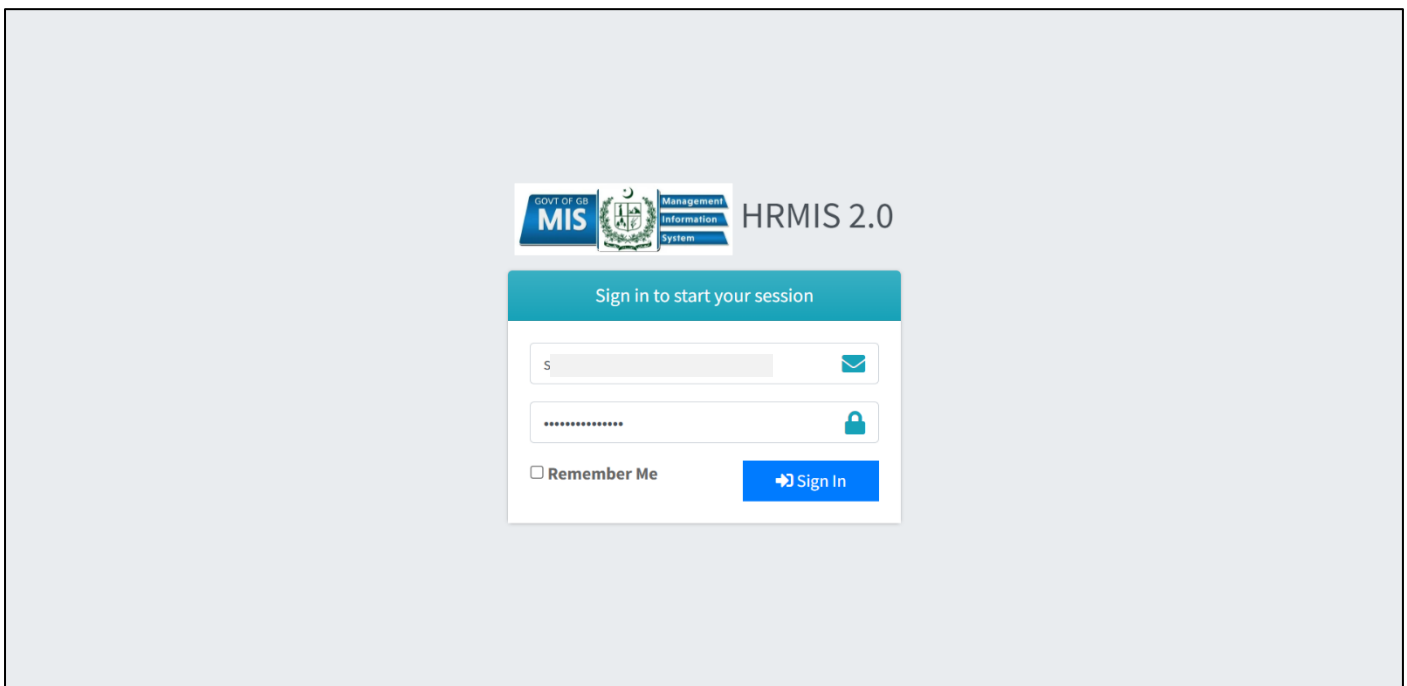


Data Entry/Validation Process on HR-MIS 2.0

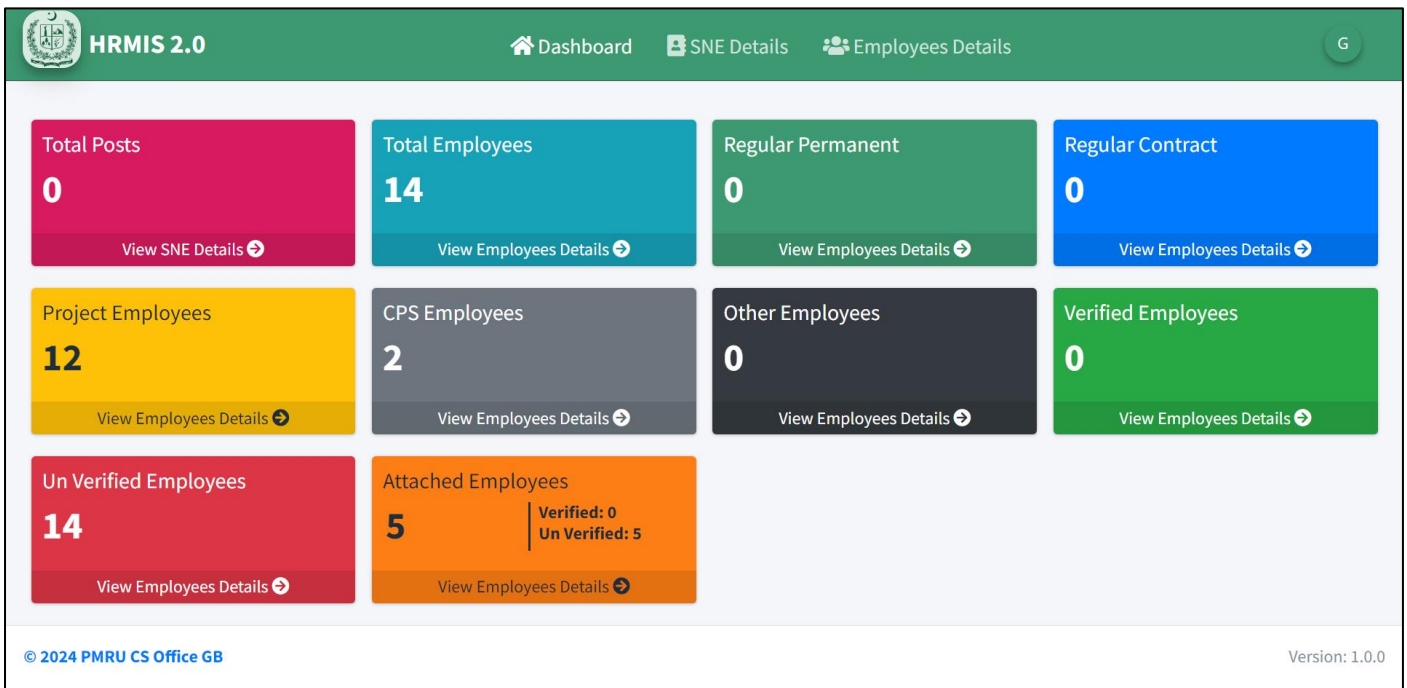
1. Log in to the system through <https://hrmis.pmrugb.gov.pk/login> or, through PMRU's website at <https://pmrugb.gov.pk/services/> and select HR-MIS 2.0. Existing ID/Password will work on this system.



2. Enter the Login ID/Password.

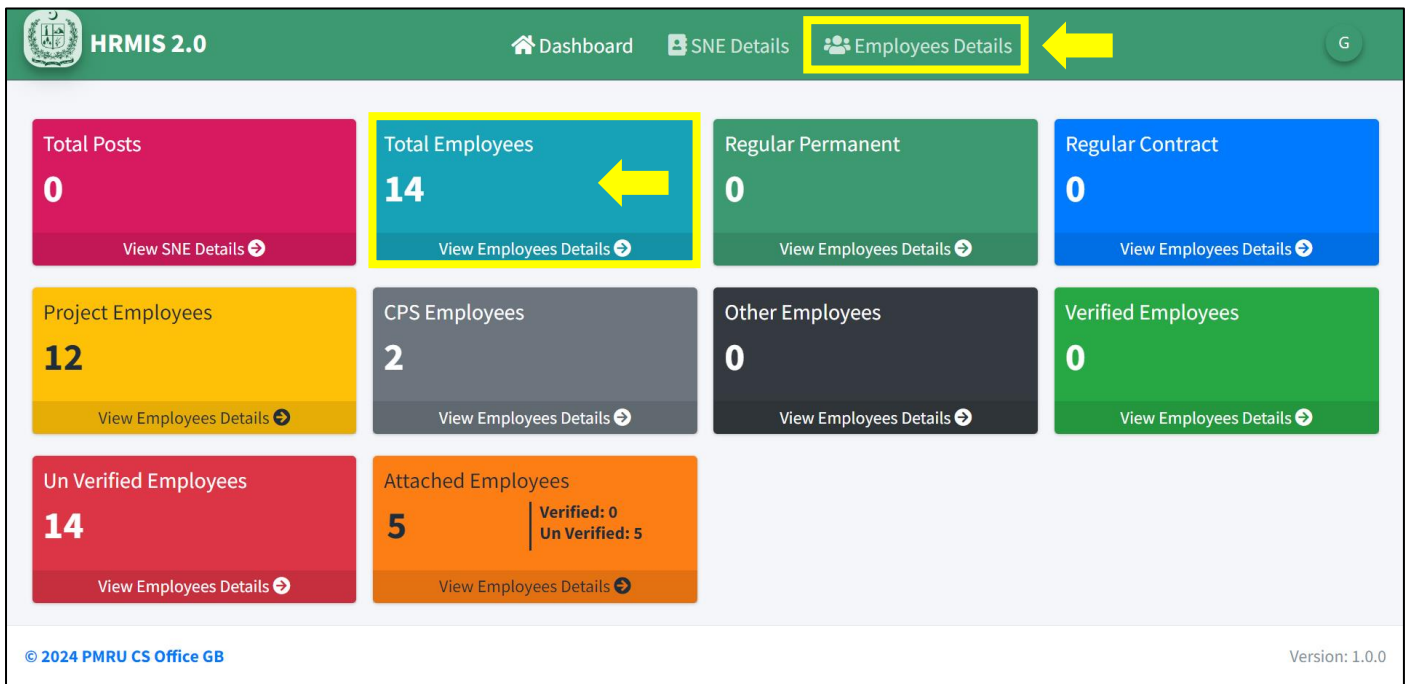


3. The landing page shows the following information:



- Total Posts
- Total Employees (all types/status)
- Regular Permanent
- Regular Contract
- Project Employees
- CPS Employees
- Other Employees
- Verified Employees
- Un-verified Employees
- Attached Employees

4. For the entry/validation process, click on Employee Details (option provided in the header, or the second card).



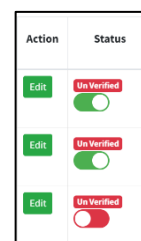
5. This page shows the following information for both the existing and attached employees:

HRMIS 2.0										
Dashboard SNE Details Employees Details										
Employees States										
Search by Name or CNIC										Status
										All
										+ Add Employee
Existing Employees					Attached Employees					
First Name	Last Name	Father Name	CNIC No.	DOB	Gender	Disable	Employment Type	Personnel No.	Vendor No.	Designation
Ijlal	Hussain	Abdul Jalil	7150102113837	13th Feb, 1969	Male	No	Project Contract			Store Keeper BPS-
Sohail Ahmed	Lone	Khushi Muhammad	7160105844607	9th Jun, 1991	Male	No	Project Contract			Office Assistant BPS-16
Shah	Farman	Mussa Khan	7150110489683	6th May, 1984	Male	No	Project Contract			Driver BPS-5

- First Name
- Last Name
- Father Name
- CNIC No.
- Date of Birth
- Gender
- Disable (Yes/No)
- Employment Type
- Personnel No.
- Vendor No.
- Designation
- Cadre
- Physically working at the same office? (Yes/No)
- If yes:
 - Office
 - Designation
- Edit (If any detail is required to be changed/edited)
- Verification Status (Verified/Unverified)

6. You can take the following actions here:

- If all the details are correct and complete.
 - Click the “**verify**” toggle button given at the end of the row.
- If any of the details are incorrect or incomplete.
 - Click the “**edit**” button, and correct/fill the required filled.
- If the employee data is not available.
 - Click the “Add Employee” button given on top-right of the table and enter complete details.
- In case the post is not available in SNE.
 - Contact PMRU and provide details of the sanctioned post with evidence to add it to the system.
- For attached employees.
 - Go to the “**Attached Employees**” tab on the table (**2nd tab**) and click the “**verify**” toggle button if the mentioned employee(s) is working in your office against the given details. If not, keep it unverified and inform PMRU/contact concerned department.



Once all details are verified, the entry/validation process of your office is complete.

Please note that in the next phase, same data will also be used for biometric verification through NADRA.