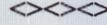


Most Immediate

Government of Pakistan
Establishment Division



Subject: - UPDATING OF RELEVANT DATA IN HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)

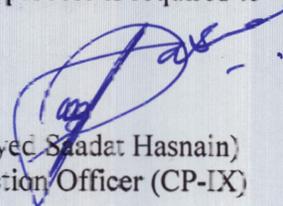
The undersigned is directed to refer to the Establishment Division U.O. No. 4/11/2021-IT dated 18th December, 2025 and to inform that despite repeated requests the Officers of PAS, PSP, SG and OMG are not updating their data on the HRMIS.

2. The competent authority has taken serious notice of the matter and it has accordingly been decided that the officers who do not update their data on the HRMIS, their promotion prospects will be adversely affected.

3. All Officers of PAS, PSP, SG and OMG are accordingly directed to fill their data on HRMIS on priority basis.

4. In case of any query regarding updating data in HRMIS, kindly contact Assistant Director (Database), Establishment Division, Phone # 051-9051278.

5. This may be treated as high priority. The data correction process is required to be completed by **10th February, 2026** positively.


(Syed Saadat Hasnain)
Section Officer (CP-IX)

All Officers of PAS, PSP, Secretariat Group & OMG

Establishment Division's No. 1/1/2025/DIGITAL-PER/CP-IX dated 30th January, 2026

Copy to: Director (IT), Establishment Division

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION

SUBJECT: UPDATING OF RELEVANT DATA IN HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)

Establishment Division has deployed a Human Resource Management Information System (HRMIS) in respect of officers of Federal Government in order to improve data accessibility, internal efficiency and to bring greater transparency and accountability in the organization as well as for better decision making. The HRMIS mainly comprises the profiles of officers including their personal details, training, qualification, promotion, service/posting history etc. This system will also be used to implement the Online submission of PERs and 360 Degree Evaluation.

2. In this regard, access of HRMIS portal is being provided to all the relevant officers of PAS, PSP, Secretariat Group and OMG for viewing and updating their record in the system, particularly related to postings history, training data and contact details, as under: -

- i. Officer will add new/missing postings and trainings
- ii. In case of any correction/comment, the officer will update "Comments" column in the postings and trainings record
- iii. Officer will update and add their email, mobile number, landline number, permanent address and temporary address in the "Contact Information" Tab

3. The data added by the concerned officer will be validated by Establishment Division. In addition, the Data will also be updated by this Division in pursuance of correction/comment received in "Comments" Column.

4. The Login ID and password have been sent through SMS at your cell number. You are requested to login to the HRMIS System and update your relevant record in HRMIS. The Instructions and step by step User Guide are also placed on official website in top story for your convenience.

5. In case of any query regarding updating data in HRMIS, kindly contact Assistant Director (Database), Establishment Division, Phone # 051-9051278.

6. It is further informed that same Login ID and password will also be used for the submission of Online PERs and 360 Degree Evaluation and for the Mobile Application of HRMIS, which will follow soon.

7. This may be treated as high priority; accordingly, the data correction process is required to be completed **by 28th December, 2025**.


Majid Mohsin Panhwar
Joint Secretary(CP-I)

All Officers of PAS, PSP, Secretariat Group & OMG

ESTABLISHMENT DIVISION No.4/11/2021-IT dated 18th December, 2025