ਨੰਬਰ: ਈ.928294/2026/ 3275
ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ
ਡਾਇਰੈਕਟੋਰੇਟ ਖਜਾਨਾ ਤੇ ਲੇਖਾ, ਪੈਨਸ਼ਨ ਅਤੇ ਨਵੀਂ ਪੈਨਸ਼ਨ ਸਕੀਮ,
ਵਿੱਤ ਤੇ ਯੋਜਨਾ ਭਵਨ, ਸੈਕਟਰ: 33, ਚੰਡੀਗੜ੍ਹ

ਸੇਵਾ ਵਿੱਖੇ

1. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
2. ਡਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
3. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,
4. ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ,
5. ਸਮੂਹ ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ,
6. ਸਮੂਹ ਉਪ ਮੰਡਲ ਅਫਸਰ,
7. ਸਮੂਹ ਆਈ.ਐਫ.ਡੀ. ਅਧਿਕਾਰੀ।

ਮਿਤੀ: 13/05/2026

ਵਿਸ਼ਾ: **6ਵੇ ਪੇਅ ਕਮੀਸ਼ਨ ਦੇ ਏਰੀਅਰ ਸਬੰਧੀ।**

ਹਵਾਲਾ:- ਇਸ ਦਫਤਰ ਦੇ ਪੱਤਰ ਨੰ ਨੰਬਰ: ਈ.928294/2026/2401 ਮਿਤੀ 20.04.2026 ਦੇ ਸਬੰਧ ਵਿਚ।

1 ਵਿਸ਼ਾ ਉਕਤ ਸਬੰਧੀ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਹੇਠ ਦਰਸਾਏ ਮੁੱਦਿਆ ਤੇ ਵੱਖ-ਵੱਖ ਵਿਭਾਗਾਂ ਵਲੋ ਅਗਵਾਈ ਮੰਗੀ ਜਾ ਰਹੀ ਹੈ ਕਿ iHRMS ਵਿਚ 6ਵੇ ਪੇਅ ਕਮੀਸ਼ਨ ਦਾ ਏਰੀਅਰ ਕਿਵੇਂ ਬਣਾਇਆ ਜਾਂਦਾ ਹੈ:-

i. Registering of Retired Employee in iHRMS.
ii. Processing Arrear and Nominee Mapping for Deceased Employee in iHRMS/IFMS.
iii. Processing Arrear for Exited Employees in iHRMS.
iv. Deputation Outside HRMS and Pay Fixation Calculation.
v. Rectification in Notional Pay Fixation Due to Court Case.

2. ਇਸ ਸਬੰਧੀ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ iHRMS ਪੋਰਟਲ ਵਿਚ ਪਹਿਲਾ ਹੀ ਉਕਤ ਸਬੰਧੀ ਉਪਬੰਧ ਕੀਤਾ ਹੋਇਆ ਹੈ, ਪਰੰਤੂ ਫੇਰ ਵੀ ਇਸ ਸਬੰਧੀ User Manual ਨਾਲ ਨੱਥੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਜੀ।

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ
ਖਜਾਨਾ ਤੇ ਲੇਖਾ

ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ: ਈ.928294/2026/ 3275 ਮਿਤੀ 13/05/2026
ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ:

(1) ਐਸ.ਆਈ.ਓ. ਐਨ.ਆਈ.ਸੀ. (HOD iHRMS / JD IFMS Team), ਪੰਜਾਬ ਨੂੰ ਭੇਜਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਕਤ ਸਬੰਧੀ ਜੇਕਰ ਸਬੰਧਤ User ਨੂੰ ਕਿਸੇ ਤਰ੍ਹਾਂ ਦੀ ਟੈਕਨੀਕਲ ਸੁਪੋਰਟ/ ਗਾਈਡੈਂਸ ਦੀ ਲੋੜ ਹੋਵੇ ਤਾਂ ਤੁਰੰਤ ਮੁਹੱਈਆ ਕਰਵਾਈ ਜਾਵੇ।
(2) ਸਮੂਹ ਡੀ.ਡੀ.ਓ./ ਬਿੱਲ ਕਲਰਕ ਉਕਤ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਨਾਉਣ।
(3) ਸਮੂਹ ਖਜਾਨਾ ਦਫਤਰ, ਪੰਜਾਬ।

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ
ਖਜਾਨਾ ਤੇ ਲੇਖਾ

ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ: ਈ.928294/2026/ 3276 ਮਿਤੀ 13/05/2026
ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ:

1) ਨਿੱਜੀ ਸਕੱਤਰ/ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ ਵਿੱਤ।
2) ਨਿੱਜੀ ਸਕੱਤਰ/ ਸਕੱਤਰ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ।
3) ਨਿੱਜੀ ਸਹਾਇਕ/ ਡਾਇਰੈਕਟਰ, ਖਜਾਨਾ ਤੇ ਲੇਖਾ, ਸਟੈਨੋ/ ਵਧੀਕ ਡਾਇਰੈਕਟਰ/ ਡੀ.ਡੀ.ਆਈ./ ਆਈ.ਟੀ. ਸੈਲ।

ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ
ਖਜਾਨਾ ਤੇ ਲੇਖਾ

Case -1

Registering of Retired Employee in iHRMS

Step 1: Register Retired Employee from Establishment Office ID (OFCADM)

1. Login with Establishment Office ID (OFCADM).
2. Go to:
   Employee Enrolment → Register Employee (Retired)
3. Fill all required employee details.
4. Select:
   - **Retirement Reason**
   - **Date of Retirement/Event**
5. Enter remaining required information.
6. Save and forward the request to the Department ID (**DPTADMPB**).

Step 2: Approval from Department ID (DPTADMPB)

1. Login with Department ID (**DPTADMPB**).
2. Go to:
   Department Administrator → Verify Retired Employee Registration
3. Search the employee.
4. Click **View**.
5. Verify all employee details carefully.
6. If all details are correct, approve the request.

On approval, the employee code will be generated.

Step 3: Service Book Entry by Establishment Data Entry

1. Login with Establishment Data Entry ID of the employee office.
2. Go to:
   Service Book Details → Service Book Details
3. Search the employee.
4. Enter all required service book information such as:
   - Personal Information
   - Address Details
   - Joining Details
   - Family Details
   - Nominee Details
   - Other required information

Step 4: Submit Service Book for Verification

1. Go to:
   Service Book Details → Submit Service Book for Verification
2. Search the employee.
3. Search and select the Verifying Officer.
4. Forward the service book for verification.

Step 5: Service Book Verification

1. Login with Verifying Officer ID.
2. Go to:
   Verify eServiceBook → Service Book Verification
3. Search the employee service book.
4. Verify and approve the service book.

Step 6: Register Employee in DDO for Salary/Arrear

From DDO ID

1. Create the bill.
2. Make bill-wise designation mapping.
3. Assign the bill to the Bill Clerk.

Same process as regular employee registration.

Step 7: Register Exited Employee for Arrear

From Bill Clerk ID

1. Go to:
   Payroll → Salary Master → Register Employee for Salary
2. Select type as:
   "Register Exited Employee for Arrear"
3. Select the employee.

All employees who have exited from the system due to retirement/event will be displayed.

4. Select:
   - Bill
   - Commission Details
5. Enter employee bank details.
6. Save the record.

Employee is now registered in DDO for salary/arrear processing.

Step 8: Recall Employee Back in DDO (If Already Registered Earlier)

If the employee was already registered in DDO but exited from salary, then the employee can be recalled.

From DDO ID

1. Go to:
   Application Management → Approve/Cancellation → Exited Transfer/Retired Employee
2. Under **Exited Employee**, search the employee.
3. Click **Recall Back**.

Case-2

Processing Arrear and Nominee Mapping for Deceased Employee in iHRMS/IFMS

Important Points

- Employee must be registered in DDO.
- Employee pay fixation should be completed before arrear processing.
- Make sure employee nominee details and nominee percentage are updated correctly in the service book.

(i): Employee Died After Completion of Service

Step 1: Update Date of Death in Employee Service Book

From Establishment Data Entry ID

1. Go to:
   Employee Enrolment → Service Book Updation Request → Draft Service Book Updation Request
2. Search the employee.
3. Select:
   "Employee Personal Information" in the request group.
4. Under:
   Fill Below Parameter to Submit Request
   - Tick **"Date of Death (Post-Service)"** in parameter to be updated.
   - Enter the date of death in the new record column.
5. Save as draft.

Step 2: Forward Service Book Updation Request

1. Go to:
   Employee Enrolment → Service Book Updation Request → Forward Service Book Updation Request
2. Search the request detail.
3. Enter:
   - Order Number
   - Order Date
   - Application for Change Request
4. Select the Verifying Officer.
5. Click **Forward Request**.

Step 3: Verification of Service Book Updation Request

From Establishment Verifying Officer ID

1. Go to:
   Verify eServiceBook → Verify Employee Service Book Updation Request
2. Search the request.
3. Click **View**.
4. Verify the request and click **Approve**.

System will redirect to the auto-generated order page.

5. Tick the declaration and submit.
6. Enter Verifying Officer Aadhaar number.
7. Generate OTP.
8. Enter the OTP received on the Aadhaar registered mobile number.

Step 4: Verify Nominee Details

Make sure:

- Employee nominee details are correctly updated.
- Nominee percentage distribution is properly maintained.

Step 5: Map Employee Nominee with IFMS Third Party Payee

From DDO ID

1. Go to:
   IFMS Integration → Map Nominee With Third Party Payee of IFMS
2. Search the employee.

Employee must already be registered in DDO.

3. Employee nominee details will appear.
4. Select the nominee.
5. Click:
   "Get IFMS Third Party Payee Details"
6. If third party payee exists in IFMS, details will display below.
7. Select:
   - HRMS Nominee
   - IFMS Third Party Payee
8. Map the nominee details.

Step 6: Push Bill to IFMS

After nominee mapping:

- Submit/push the arrear bill to IFMS.
- Payment will be processed in favour of the nominee.

(ii): Employee Died During Service

If the employee dies during service:

- Only nominee mapping with IFMS is required for arrear payment.

Follow:

Step 1: Map Employee Nominee with IFMS Third Party Payee

From DDO ID

3. Go to:
   IFMS Integration → Map Nominee With Third Party Payee of IFMS
4. Search the employee.

Employee must already be registered in DDO.

9. Employee nominee details will appear.
10. Select the nominee.
11. Click:
    "Get IFMS Third Party Payee Details"
12. If third party payee exists in IFMS, details will display below.
13. Select:
    - HRMS Nominee
    - IFMS Third Party Payee
14. Map the nominee details.

Step 2: Push Bill to IFMS

After nominee mapping:

- Submit/push the arrear bill to IFMS.
- Payment will be processed in favour of the nominee.

Case-3

Processing Arrear for Exited Employees in iHRMS

Applicable Cases

This process is applicable if the employee is exited from iHRMS due to:

- Retirement
- Resignation
- Death

Employee code should already be generated previously.

Important Conditions

Before arrear processing:

- Employee must be registered in DDO.
- Employee pay fixation should be completed and verified in iHRMS.
- Employee bank details in iHRMS should match the IFMS payee bank details.

Arrear Bill Processing

After completion of pay fixation and DDO registration:

- Bill Clerk can create the arrear bill directly in iHRMS.
- Process is similar to regular employee arrear bill processing.

Bank Account Change Request for Retired Employee

If a retired employee changes bank account details, the following process should be followed.

Step 1: Employee Bank Account Updation Request

From Employee Personal ID

Make sure employee is registered in DDO.

1. Login with Employee Personal ID.
2. Go to:
   My Service → Bank A/C Updation
3. Enter new bank account details.
4. Submit the request to DDO.

Step 2: Approval of Bank Account Change Request

From DDO ID

1. Go to:
   Application Management → Approval/Cancellation → Process Bank A/C Change Requests
2. Search the request.
3. Verify the details.
4. Approve the request.

Bank details will be updated in iHRMS.

Important Note

To update bank details in IFMS separately, kindly contact the IFMS Helpdesk.

Case-4

Deputation Outside HRMS and Pay Fixation Calculation

If an employee has a deputation transaction outside HRMS and rejoins the department after completion of deputation, then the effective period falling between:

- **01.01.2016 to 30.06.2021**

for which deputation entry is made and till the rejoining date, will **not** be calculated in pay fixation by the concerned Establishment or DDO.

Only the remaining eligible period can be calculated by the concerned DDO of the Punjab Government department.

Entry of Deputation Details in Service Book

Step 1: Login with Establishment Data Entry ID

1. Login with Establishment Data Entry ID.
2. Go to:
   Service Book Details → Online Service Book Transaction

   or

   Service Book Details → Old Entries in Service Book

Step 2: Enter Deputation Transaction

1. Search the employee.
2. Select the required transaction type related to deputation (deputation/deputation outside ihrms/ rejoining parent department after completion of deputation).
3. Enter all deputation details correctly.
4. Save the transaction entry.

Step 3: Submit Service Book for Verification

5. Go to:
   Service Book Details → Submit Service Book for Verification
6. Search the employee.
7. Search and select the Verifying Officer.
8. Forward the service book for verification.

Step 4: Service Book Verification

5. Login with Verifying Officer ID.

6. Go to:
   Verify eServiceBook → Service Book Verification
7. Search the employee service book.
8. Verify and approve the service book.

Case-5

Rectification in Notional Pay Fixation Due to Court Case

If notional pay has been re-fixed due to a court case, then rectification in pay fixation can be processed through iHRMS.

Important Condition

Rectification can be done only if:

- Employee pay fixation was already completed, and
- Salary/arrear has already been paid to the employee.

Step 1: Apply for Rectification in Pay Fixation

From Establishment Data Entry ID

1. Go to:
   Service Book Details → Pay Fixation → Rectification in Pay Fixation
2. Search the employee.
3. Click:
   "Apply for Rectification/Amendment"
4. Enter remarks.
5. Process the request.

Step 2: Update Notional/Drawn Pay (2011–2015)

From Establishment Data Entry ID

1. Go to:
   Pay Fixation → Notional / Drawn Pay (2011–2015)
2. Under:
   "Pay Fixation Verification as per 6th PC"
3. Employee will appear under pending rectification.
4. If there is any amendment required in 2011–2015 entries, update it.
5. If no amendment is required, send the entry for verification to the Verifying Officer.

Step 3: Verification of Notional Pay Entry

From Verifying Officer ID

1. Go to:
   Approval → Verify Pay Fixation → 1-1-2016
2. Search the employee under pending rectification.
3. View the details.
4. Verify the notional pay entry for 2011–2015.

Step 4: Select Pay Fixation Option on Behalf of Employee

From Establishment Data Entry ID

1. Go to:
   Service Book Details → Pay Fixation → Pay Fixation 6th Pay Commission (In Bulk)
2. Search the employee.
3. Click:
   "Choose Option"
4. Select the option on behalf of the employee.
5. Approve using OTP authentication.

Step 5: Reprocess Pay Fixation as per 6th Pay Commission

From Establishment Data Entry ID

1. Go to:
   Service Book Details → Pay Fixation → Pay Fixation as per 6th Pay Commission
2. Search the employee.
3. Make pay fixation entries till:
   - **30/06/2021**, or
   - Employee event/exit date (if employee exited before 30/06/2021).
4. Correct the due details accordingly.
5. Save the entries.
6. Send for verification to the Verifying Officer.

Step 6: Verification of Rectified Pay Fixation

From Verifying Officer ID

1. Go to:
   Approval → Verify Pay Fixation → 1-7-2021
2. Search the employee under pending rectification.
3. View the details.
4. Verify the rectified pay fixation as per 6th Pay Commission.

Final Status

After successful verification, the rectification in pay fixation process is completed.

Unverify and Correct Pay Fixation (When No Salary/Arrear Has Been Paid)

If no salary or arrear has been paid against the last pay fixation/rectification, then the Establishment Data Entry can unverify the last pay fixation and correct the entries.

Step 1: Unverify Notional/Drawn Pay

From Establishment Data Entry ID

1. Go to:
   Service Book Details → Pay Fixation → Unverify Notional/Drawn Pay
2. Select:
   - **2016 Onward**
3. Search and select the employee.
4. Enter remarks.
5. Click **Unverify**.
6. Complete OTP authentication to unverify the entry.

Step 2: Correct Pay Fixation Entries

From Establishment Data Entry ID

1. Go to:
   Service Book Details → Pay Fixation → Pay Fixation as per 6th Pay Commission
2. Under:
   "Pay Fixation 2016 Verification as per 6th PC"
3. Search the employee.
4. Edit the pay fixation entries.

Make entries till:

- **30/06/2021**, or
- Employee event/exit date (if employee exited before 30/06/2021).

5. Correct the due details accordingly.
6. Save the entries.
7. Send the pay fixation for verification to the Verifying Officer.

Step 3: Verify Corrected Pay Fixation

From Verifying Officer ID

1. Go to:
   Approval → Verify Pay Fixation → 1-7-2021

2. Search the employee under pending rectification.
3. View the details.
4. Verify the pay fixation as per 6th Pay Commission.

Final Status

After verification, the corrected pay fixation will be updated successfully in iHRMS.