



Punjab **HRMS**

# HRMS Module

## User Manual



Mines & Minerals Department  
Government of the Punjab



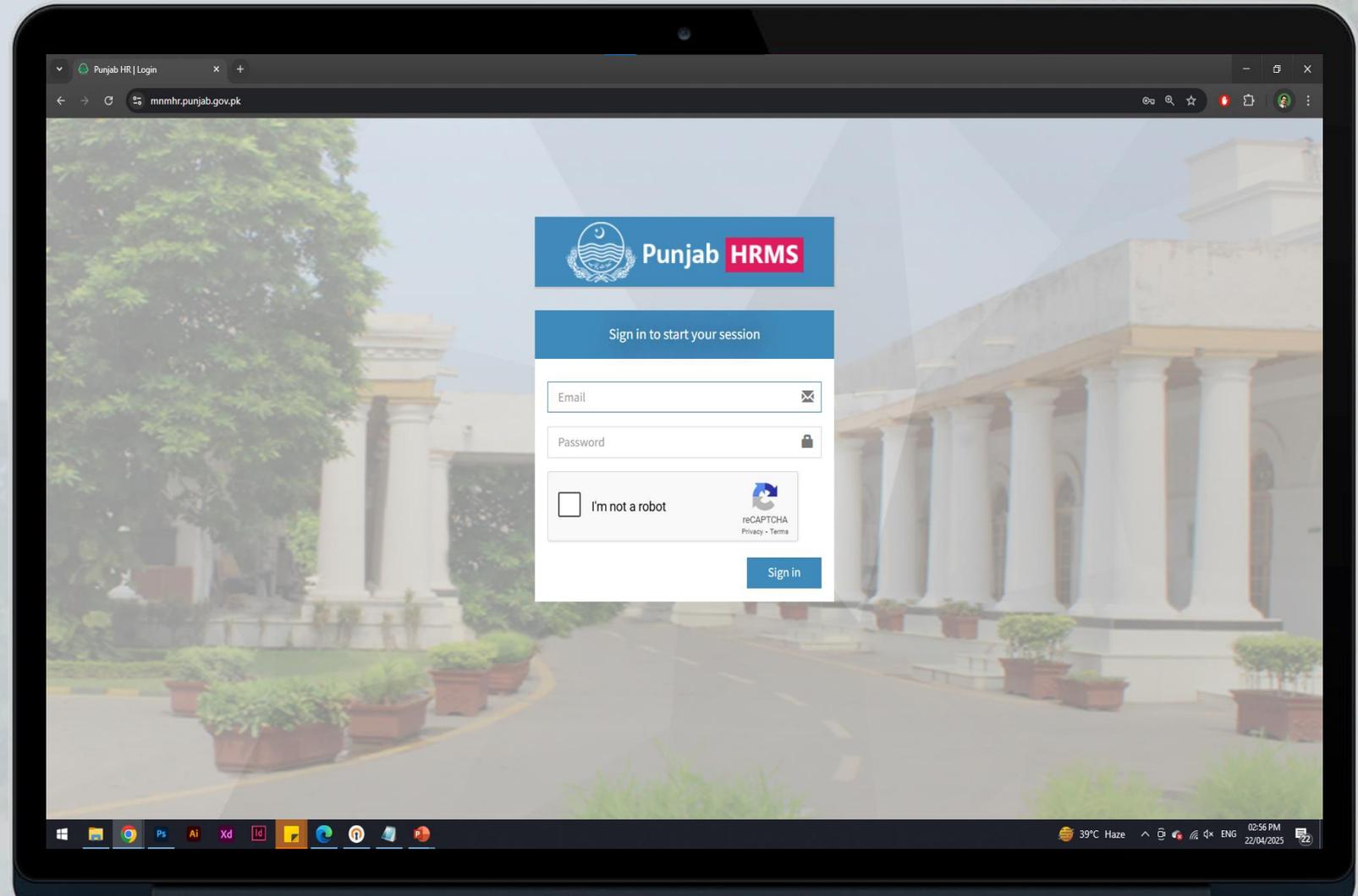
# Table of Contents

<b>1</b>	<b>How to Login ?</b>	<b><u>3</u></b>
<b>2</b>	<b>Adding Officer/Official Post</b>	<b><u>4</u></b>
<b>3</b>	<b>Adding New Officer/Official &amp; Assigning its Post</b>	<b><u>8</u></b>
<b>4</b>	<b>Search Newly Appointed Officer</b>	<b><u>11</u></b>
<b>5</b>	<b>Edit Officers' Details</b>	<b><u>14</u></b>
<b>6</b>	<b>How to Apply for Transfer &amp; Posting ?</b>	<b><u>16</u></b>
<b>7</b>	<b>Approve &amp; Forward the Transfers/Postings to Next Level</b>	<b><u>23</u></b>
<b>8</b>	<b>Viewing/Issuing Approved Transfer/Posting Orders</b>	<b><u>26</u></b>
<b>9</b>	<b>Retirement Module</b>	<b><u>29</u></b>
<b>10</b>	<b>Retirement Approval</b>	<b><u>32</u></b>
<b>11</b>	<b>How to Apply for Pension ?</b>	<b><u>37</u></b>
<b>12</b>	<b>Help &amp; Support Team</b>	<b><u>42</u></b>

# 1

## How to Login ?

1. Enter Email Address & Password
2. Click on “I’m not a robot” verification box
3. Click on **Sign in** Button



# 2

## Adding Officer/Official Post

1. Click on **Posts** Button in the left pane
2. Click on **Add Posts List**

The screenshot displays the Punjab HRMS Classic Dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Global Search, General Files, Officers, Posts (expanded), All Posts List, Vacant Post List, Upgraded Post List, Own Pay & Scale Post List, Reports, Notifications, Generic Leave, Leave, Pension, Retirement, and Retirement & Pension. The main content area is titled 'Classic Dashboard' and shows the 'Officers' section for 'Directorate General Mines & Minerals Punjab' with a total count of 404. The officers are listed in a grid of buttons, each representing a Basic Salary (BS) grade and its corresponding count:

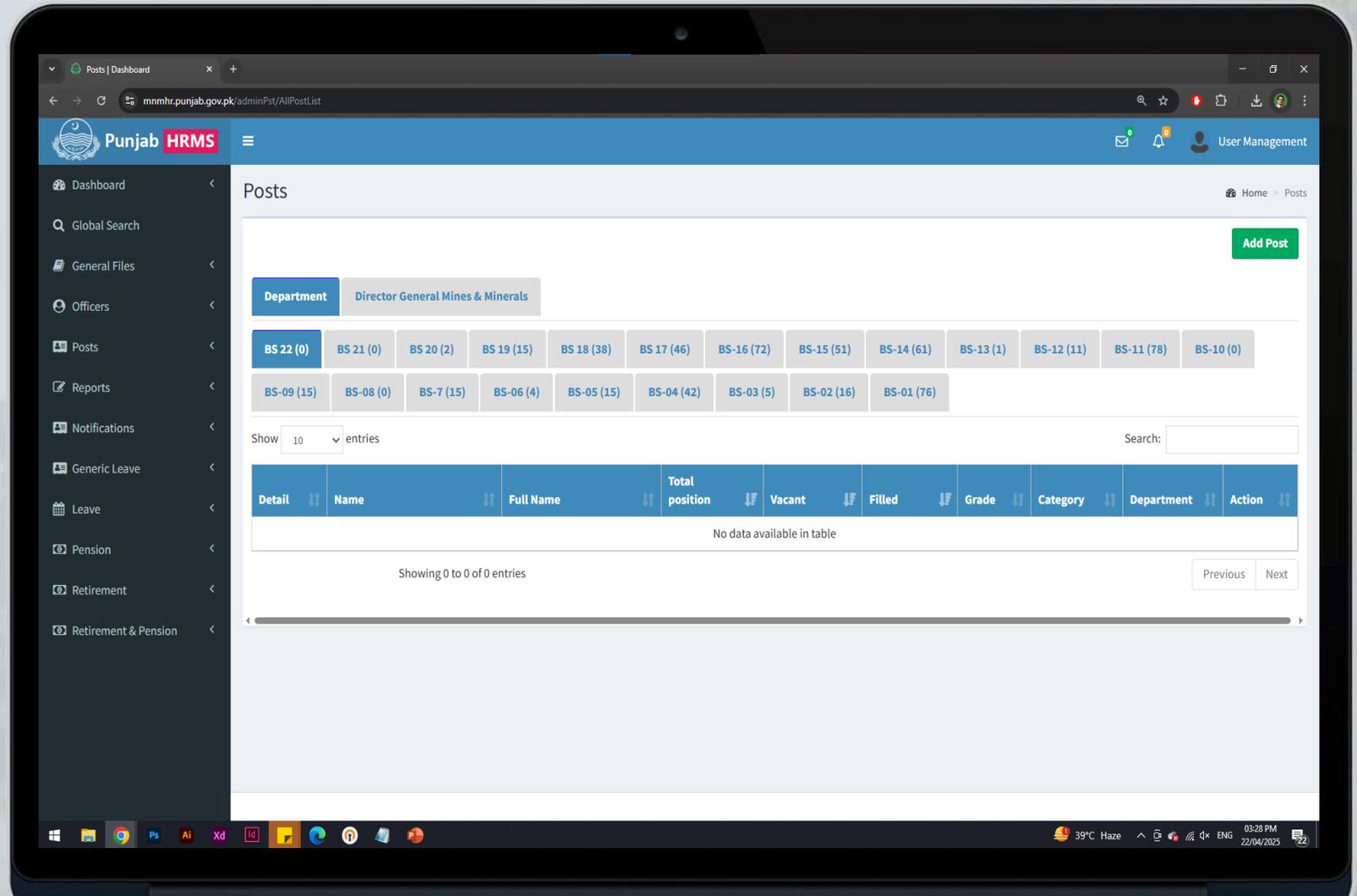
BS Grade	Count
BS 22	0
BS 21	0
BS 20	0
BS 19	5
BS 18	23
BS 17	46
BS 16	32
BS 15	9
BS 14	29
BS 13	5
BS 12	6
BS 11	21
BS 10	4
BS 9	4
BS 8	0
BS 7	5
BS 6	2
BS 5	33
BS 4	2
BS 3	7
BS 2	20
BS 1	151

Below the grid, there is a section titled 'Cadre strength/list of Posts' with two columns: 'Total Cadre Strength' and 'Vacant Slot'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the date and time as 08:27 PM on 22/04/2025.

# 2

## Adding Officer/Official Post

1. Click on Add Post Button



# 2

## Adding Officer/Official Post

1. Enter Officers'/Official post details as required
2. Click on **Save** Button

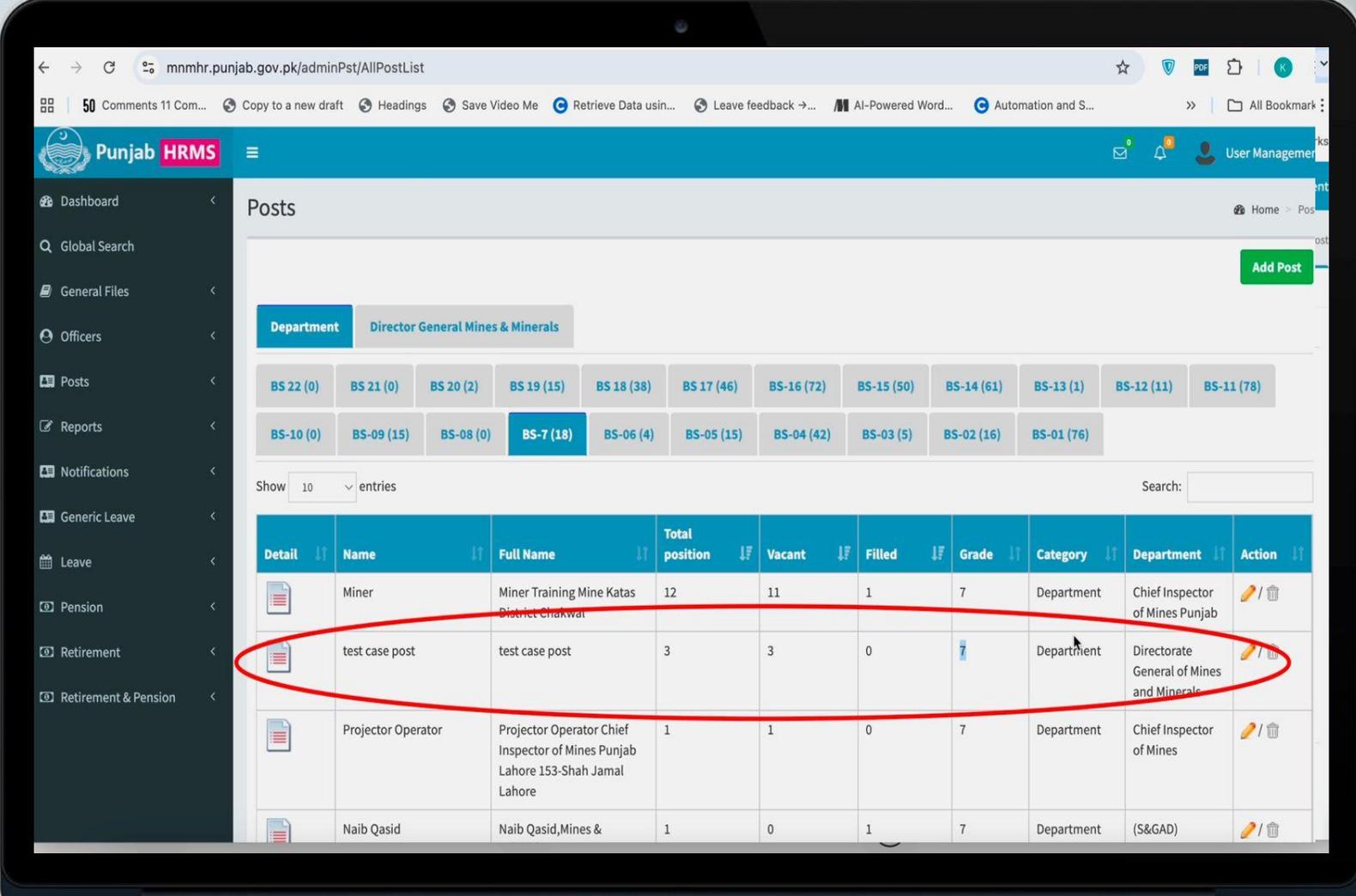
The screenshot shows the 'Add Post' form in the Punjab HRMS system. The browser address bar shows 'mnmhr.punjab.gov.pk/adminPst/PostAdd'. The page title is 'Add Post'. The left sidebar contains a navigation menu with items: Dashboard, Global Search, General Files, Officers, Posts, Reports, Notifications, Generic Leave, Leave, Pension, Retirement, and Retirement & Pension. The main content area is titled 'Add Post' and contains the following form fields:

Post Details		
<b>Sr.No.</b> 1306	<b>Name of The Post</b> <input type="text"/>	<b>Full name</b> <input type="text"/>
<b>Post Category</b> Field (Old Data)	<b>Number of position</b> 1	<b>Post Grade</b> BS 22
<b>Level</b> Zero	<b>Cadre post</b> No	<b>Department</b> <input type="text"/>
<b>Station</b> <input type="text"/>	<b>Post Abbreviation</b> <input type="text"/>	
Contact Details		
<b>LandLine Phone</b> 03165038878	<b>Mobile Phone</b> <input type="text"/>	<b>Fax</b> <input type="text"/>

# 2

## Adding Officer/Official Post

1. All post list will appear on screen where you can see your created post



The screenshot shows the Punjab HRMS Admin Post List interface. The browser address bar displays `mmhr.punjab.gov.pk/adminPst/AllPostList`. The page title is "Punjab HRMS". The left sidebar contains navigation options: Dashboard, Global Search, General Files, Officers, Posts, Reports, Notifications, Generic Leave, Leave, Pension, Retirement, and Retirement & Pension. The main content area is titled "Posts" and shows a list of posts for the "Director General Mines & Minerals" department. The posts are organized by grade, with "BS-7 (18)" selected. A table lists the posts, with the "test case post" row circled in red. The table columns are: Detail, Name, Full Name, Total position, Vacant, Filled, Grade, Category, Department, and Action.

Detail	Name	Full Name	Total position	Vacant	Filled	Grade	Category	Department	Action
	Miner	Miner Training Mine Katas District Chakwal	12	11	1	7	Department	Chief Inspector of Mines Punjab	
	test case post	test case post	3	3	0	7	Department	Directorate General of Mines and Minerals	
	Projector Operator	Projector Operator Chief Inspector of Mines Punjab Lahore 153-Shah Jamal Lahore	1	1	0	7	Department	Chief Inspector of Mines	
	Naib Qasid	Naib Qasid, Mines &	1	0	1	7	Department	(S&GAD)	

# 3

## Adding New Officer/Official & Assigning its Post

1. Click on Officers Button in the left pane
2. Click on **Add Officers** button

The screenshot displays the Punjab HRMS interface. The left sidebar contains a navigation menu with options: Dashboard, Global Search, General Files, Officers, Posts, Reports, Notifications, Generic Leave, Leave, Pension, Retirement, and Retirement & Pension. The main content area is titled "Officers's List" and includes a green "Add Officers" button. Below this, there is a filter bar for "Directorate General Mines & Minerals Punjab" with various grade filters (BS-22 to BS-1) and a "Show 10 entries" dropdown. A search bar is also present. The main table lists three officers:

Serial #	ICP/Narrative Chart	Officer Name	Officer Group Service	Officer Batch	Officer Current Post	Posting Date	Current Grade	Seniority
1	ICP Chart Narrative Chart Officer File	Muhammad Kaleem Ullah	Directorate General Mines & Minerals Punjab	2010	Electrician Directorate General of Mines & Minerals Punjab Lahore.	24 Feb, 2010	7	0
2	ICP Chart Narrative Chart Officer File	Khuram Shehzad	Directorate General Mines & Minerals Punjab	2010	Electrician Directorate General of Mines & Minerals Punjab Lahore.	22 Feb, 2010	7	0
3	ICP Chart Narrative Chart Officer File	Rashid Iqbal	Directorate General Mines & Minerals Punjab	2014	Electrician Directorate General of Mines & Minerals Punjab Lahore.	13 Dec, 2014	7	0

Showing 1 to 3 of 3 entries

# 3

## Adding New Officer/Official & Assigning its Post

1. Add Officers' details as required carefully

The screenshot shows a web browser displaying the Punjab HRMS 'Add Officer' form. The browser address bar shows 'mnmhr.punjab.gov.pk/adminOfc/addOfficer'. The page has a blue header with the Punjab HRMS logo and navigation icons. A dark sidebar on the left contains a menu with options like Dashboard, Global Search, General Files, Officers, Posts, Reports, Notifications, Generic Leave, Leave, Pension, Retirement, and Retirement & Pension. The main content area is titled 'Add Officer' and contains a form with the following fields:

Serial No	Batch No	Prefix
<input type="text"/>	<input type="text"/>	--Select--
First name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
S/O , D/O , W/O	CNIC	Place of Birth
<input type="text"/>	<input type="text"/>	--Select--
Passport No	NTN No	Gender
<input type="text"/>	<input type="text"/>	Male
Language	Cadre / Ex-Cadre	Group Service
<input type="text"/>	-- SELECT --	None
Sub Group Service	Seniority Position	Date of joining Govt service (Current)
None	<input type="text"/>	<input type="text"/>
Date of joining Govt service (Previous)	Date of joining DMG service	Religion
<input type="text"/>	<input type="text"/>	--Select--
Date of birth	Appointment grade	Marital status
<input type="text"/>	<input type="text"/>	<input type="text"/>

# 3

## Adding New Officer/Official & Assigning its Post

1. Assign the respective post in **Current Post** field
2. Click on **Save** Button

Retirement & Pension

Sub Group service

Department

Date of joining Govt service (Previous)

Date of birth

1999-02-09

Date of superannuation

2059-02-08

Currently Working in

Provincial  Federal

Current grade

BS-7

Extra list

Seniority Position

Date of joining DMG service

Appointment grade

BS-7

Domicile

Punjab

Post Grade

BS-7

Current post city

Lahore

Ferederal categories

As per officer choice

Date of joining Govt service (Current)

2020-02-05

Religion

MUSLIM

Marital status

UN MARRIED

Home district

Lahore

Current Post

test case post (Vacant:3)

Regular / Acting Grade?

Regular  Acting

Date of present appointment

Career assessment

Save Back

# 4

## Search Newly Appointed Officer

1. Click on **Global Search** button in the right pane
2. Click on desired **check box** and enter name of Officer in **Name** box
3. Click on **Apply Filter**

The screenshot shows the Punjab HRMS Global Search interface. The browser address bar displays `mnmhr.punjab.gov.pk/search/global_search`. The page header includes the Punjab HRMS logo and navigation links like 'User Management'. A left sidebar contains menu items: Dashboard, Global Search, General Files, Officers, Posts, Reports, Notifications, Generic Leave, Leave, Pension, Retirement, and Retirement & Pension. The main content area is titled 'Global Search' and contains a search form with the following sections:

- Officers:** A grid of checkboxes for search criteria: Name (checked), Group Service, Marital Status, CNIC, Batch, Appointment Grade, Date of Birth, Passport No, Religion, Current Post, Joining Date, Domicile, Appointment Date, NTN, Gender, Current Grade, Superannuation Date, and Language.
- Name:** A text input field containing 'test case x' and a placeholder 'Type here'.
- A second grid of checkboxes for additional criteria: Qualification, Medical Category, Country Visited, Personal Contact Detail, Services, Official Contact Detail, Mandatory training, Achievements, Foreign training, Assets, Emoluments, and Inquiry Status.
- At the bottom left, a 'Show 10 entries' dropdown menu.
- At the bottom right, a search input field, an 'Apply Filter' button, and an 'Excel' button.

Below the search form is a table header with columns: ICP Chart, Officer Name, CNIC, Date of Birth, Current Post, Appointment Date, Current Grade, Group Service, Batch, Passport No, Joining Date, NTN, Superannuation Date, Marital Status, and Appoi Grade.

# 4

## Search Newly Appointed Officer

1. List of desired searches will appear
2. Click on specific Office name to view its profile

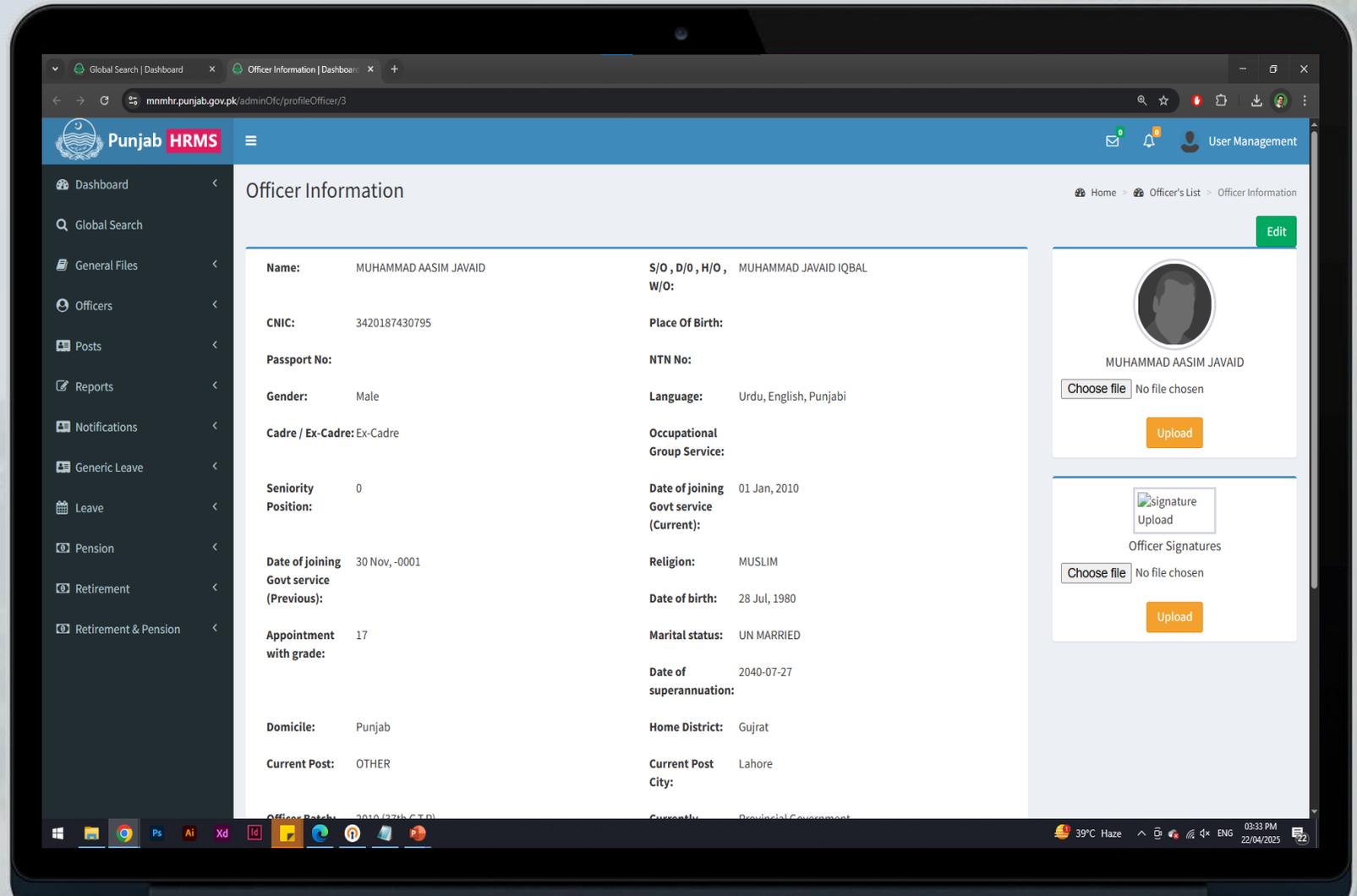
The screenshot displays the 'Global Search | Dashboard' interface on a laptop. The browser address bar shows 'mnmhr.punjab.gov.pk/search/global\_search'. The page features a sidebar with navigation options: Leave, Pension, Retirement, and Retirement & Pension. The main content area includes a search filter section with checkboxes for various criteria such as Qualification, Country Visited, Services, Mandatory training, Foreign training, Emoluments, Medical Category, Personal Contact Detail, Official Contact Detail, Achievements, Assets, and Inquiry Status. Below the filters, there is a search bar with an 'Apply Filter' button and an 'Excel' button. A table displays search results with columns for ICP Chart, Officer Name, CNIC, Date of Birth, Current Post, Appointment Date, Current Grade, Group Service, Batch, Passport No, Joining Date, NTN, Superannuation Date, Marital Status, and Appointment Grade. The table lists several officers, including MUHAMMAD AASIM JAVAID, MUHAMMAD IKRAM, Muhammad Zafar Javaid, Muhammad Ayub, and Muhammad Ramzan.

ICP Chart	Officer Name	CNIC	Date of Birth	Current Post	Appointment Date	Current Grade	Group Service	Batch	Passport No	Joining Date	NTN	Superannuation Date	Marital Status	Appointment Grade
ICP Chart	MUHAMMAD AASIM JAVAID	3420187430795	28 Jul, 1980	OTHER	26 Apr, 2019	18		2010 (37th C.T.P)		01 Jan, 2010		27 Jul, 2040	UN MARRIED	17
ICP Chart	MUHAMMAD IKRAM	3520280703921	13 Apr, 1962	past data	01 Oct, 2018	17				24 Jan, 2013		01 Jan, 2022	MARRIED	17
ICP Chart	Muhammad Zafar Javaid		10 Sep, 1962	OTHER	13 Feb, 2020	20	Directorate General Mines & Minerals Punjab			17 Sep, 1985		09 Sep, 2022	MARRIED	17
ICP Chart	Muhammad Ayub		06 Apr, 1960	Past Data	24 May, 2017	19	Past Data			17 Sep, 1985		05 Apr, 2020	MARRIED	17
ICP Chart	Muhammad Ramzan	3120240767415	06 Mar, 1960	Directors	07 Mar, 2016	19	Directorate General Mines & Minerals Punjab			14 May, 1926		05 Mar, 2020	MARRIED	17
ICP Chart	Muhammad	3650189283381	01	Principal	23 Dec, 2017	19	Mines		DD5453382	23 Dec	3365370-	31 Dec, 2037	MARRIED	14

# 4

## Search Newly Appointed Officer

1. The desired Officers'/Official's profile will appear on screen



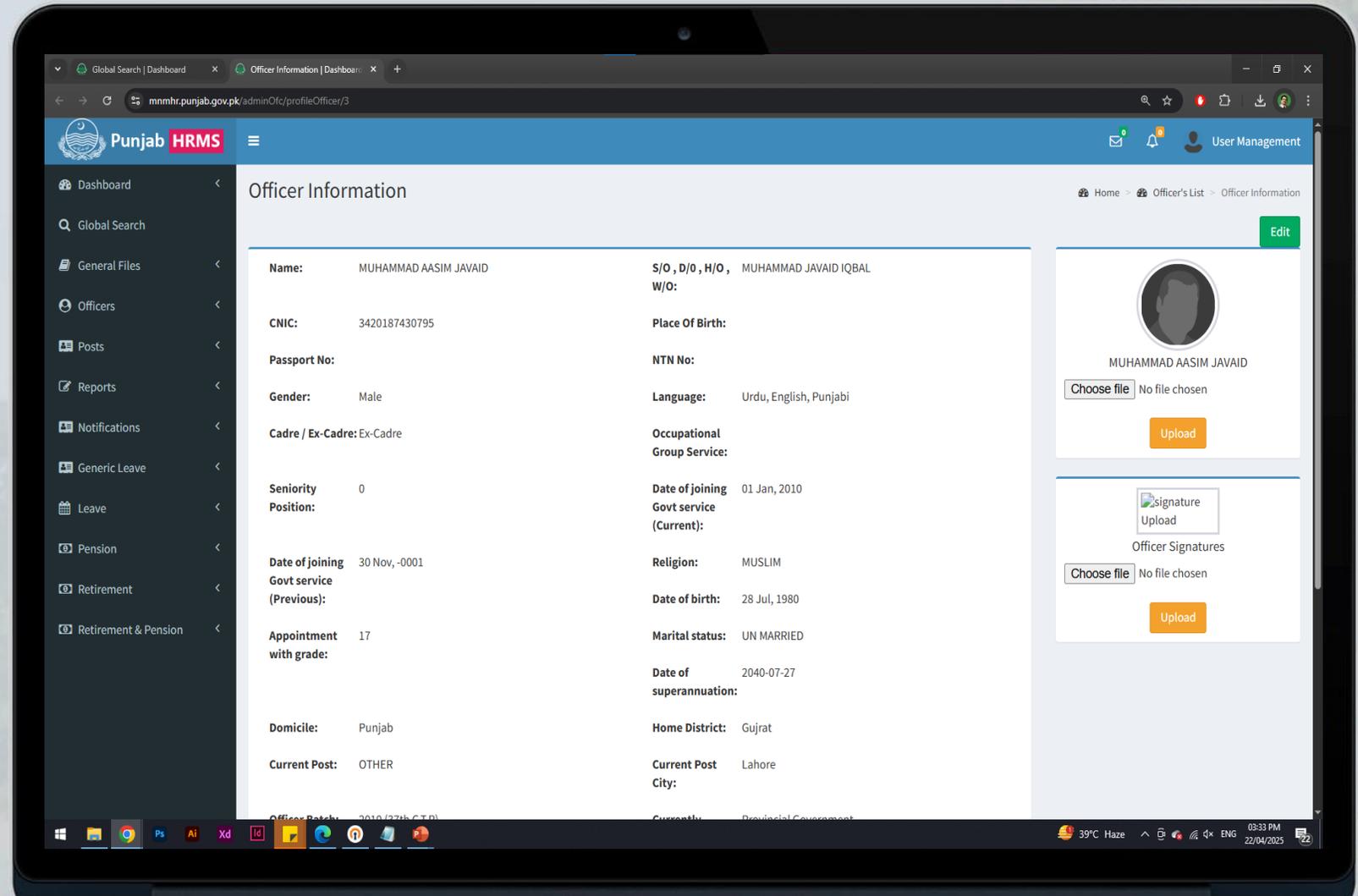
The screenshot shows the Punjab HRMS web application interface. The browser address bar displays `mnmhr.punjab.gov.pk/adminOfc/profileOfficer/3`. The page title is "Officer Information". A left sidebar contains navigation options: Dashboard, Global Search, General Files, Officers, Posts, Reports, Notifications, Generic Leave, Leave, Pension, Retirement, and Retirement & Pension. The main content area displays the profile of MUHAMMAD AASIM JAVAID. The profile is organized into two columns of key-value pairs. On the right side, there are two sections for profile pictures and signatures, each with a "Choose file" button and an "Upload" button. An "Edit" button is located in the top right corner of the profile area. The Windows taskbar at the bottom shows the system tray with a temperature of 39°C, a haze condition, and the date 22/04/2025 at 03:33 PM.

<b>Name:</b>	MUHAMMAD AASIM JAVAID	<b>S/O , D/O , H/O , W/O:</b>	MUHAMMAD JAVAID IQBAL
<b>CNIC:</b>	3420187430795	<b>Place Of Birth:</b>	
<b>Passport No:</b>		<b>NTN No:</b>	
<b>Gender:</b>	Male	<b>Language:</b>	Urdu, English, Punjabi
<b>Cadre / Ex-Cadre:</b>	Ex-Cadre	<b>Occupational Group Service:</b>	
<b>Seniority Position:</b>	0	<b>Date of joining Govt service (Current):</b>	01 Jan, 2010
<b>Date of joining Govt service (Previous):</b>	30 Nov, -0001	<b>Religion:</b>	MUSLIM
<b>Appointment with grade:</b>	17	<b>Date of birth:</b>	28 Jul, 1980
<b>Domicile:</b>	Punjab	<b>Marital status:</b>	UN MARRIED
<b>Current Post:</b>	OTHER	<b>Date of superannuation:</b>	2040-07-27
		<b>Home District:</b>	Gujrat
		<b>Current Post City:</b>	Lahore

# 5

## Edit Officers' Details

1. Click on Edit Button



The screenshot displays the Punjab HRMS interface. The left sidebar contains a navigation menu with items: Dashboard, Global Search, General Files, Officers, Posts, Reports, Notifications, Generic Leave, Leave, Pension, Retirement, and Retirement & Pension. The main content area is titled 'Officer Information' and shows details for MUHAMMAD AASIM JAVAID. A green 'Edit' button is located in the top right corner of the information panel.

Field	Value
Name:	MUHAMMAD AASIM JAVAID
S/O, D/O, H/O, W/O:	MUHAMMAD JAVAID IQBAL
CNIC:	3420187430795
Place Of Birth:	
Passport No:	
NTN No:	
Gender:	Male
Language:	Urdu, English, Punjabi
Cadre / Ex-Cadre:	Ex-Cadre
Occupational Group Service:	
Seniority Position:	0
Date of joining Govt service (Current):	01 Jan, 2010
Religion:	MUSLIM
Date of joining Govt service (Previous):	30 Nov, -0001
Date of birth:	28 Jul, 1980
Marital status:	UN MARRIED
Appointment with grade:	17
Date of superannuation:	2040-07-27
Domicile:	Punjab
Home District:	Gujrat
Current Post:	OTHER
Current Post City:	Lahore

# 5

## Edit Officers' Details

1. Apply the required changes and click on **Save Button**
2. **Be careful on clicking on Delete Button**

Global Search | Dashboard x Edit Officer | Dashboard x +

mnmhr.punjab.gov.pk/adminOfc/editOfficer/3

Urdu, English, Punjabi Ex-Cadre

Sub Group Service: Field

Seniority Position: 0

Date of joining Govt service (Current): 01-01-2010

Date of joining Govt service (Previous):

Date of joining DMG service:

Religion: MUSLIM

Date of birth: 28-07-1980

Appointment grade: 17

Marital status: UN MARRIED

Date of superannuation: 27-07-2040

Domicile: Punjab

Home district: Gujrat

Currently Working in:  Provincial  Federal

Post Grade: BS 22

Current Post:

Regular / Acting Grade?:  Regular  Acting

Current grade: BS 18

Current post city: Lahore

Date of present appointment: 26-04-2019

Extra list:

Federal categories: Services surrendered

Career assesment:

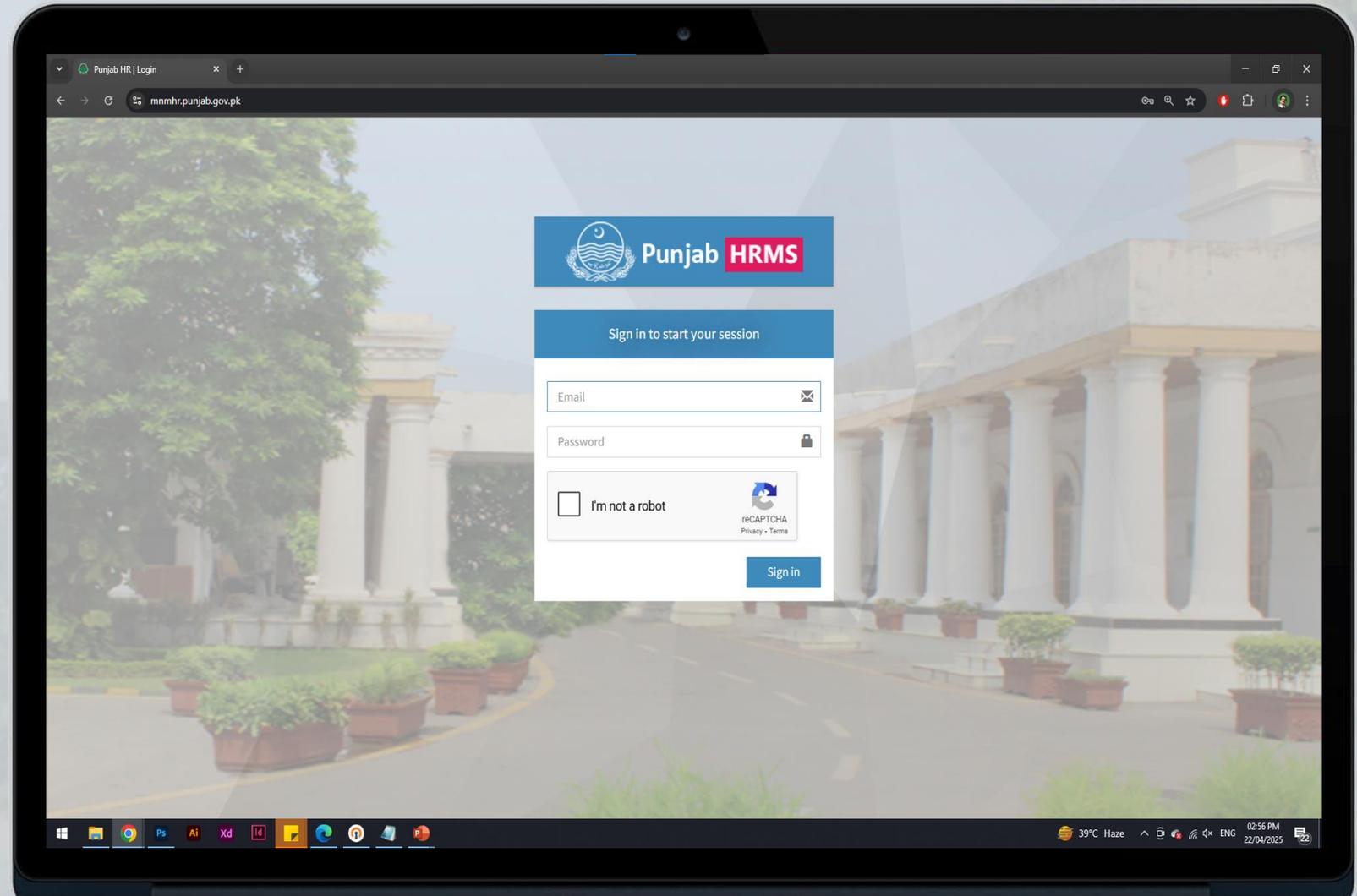
Save Delete Back

39°C Haze 03:35 PM 22/04/2025

# 6

## How to Apply for Transfer & Posting ?

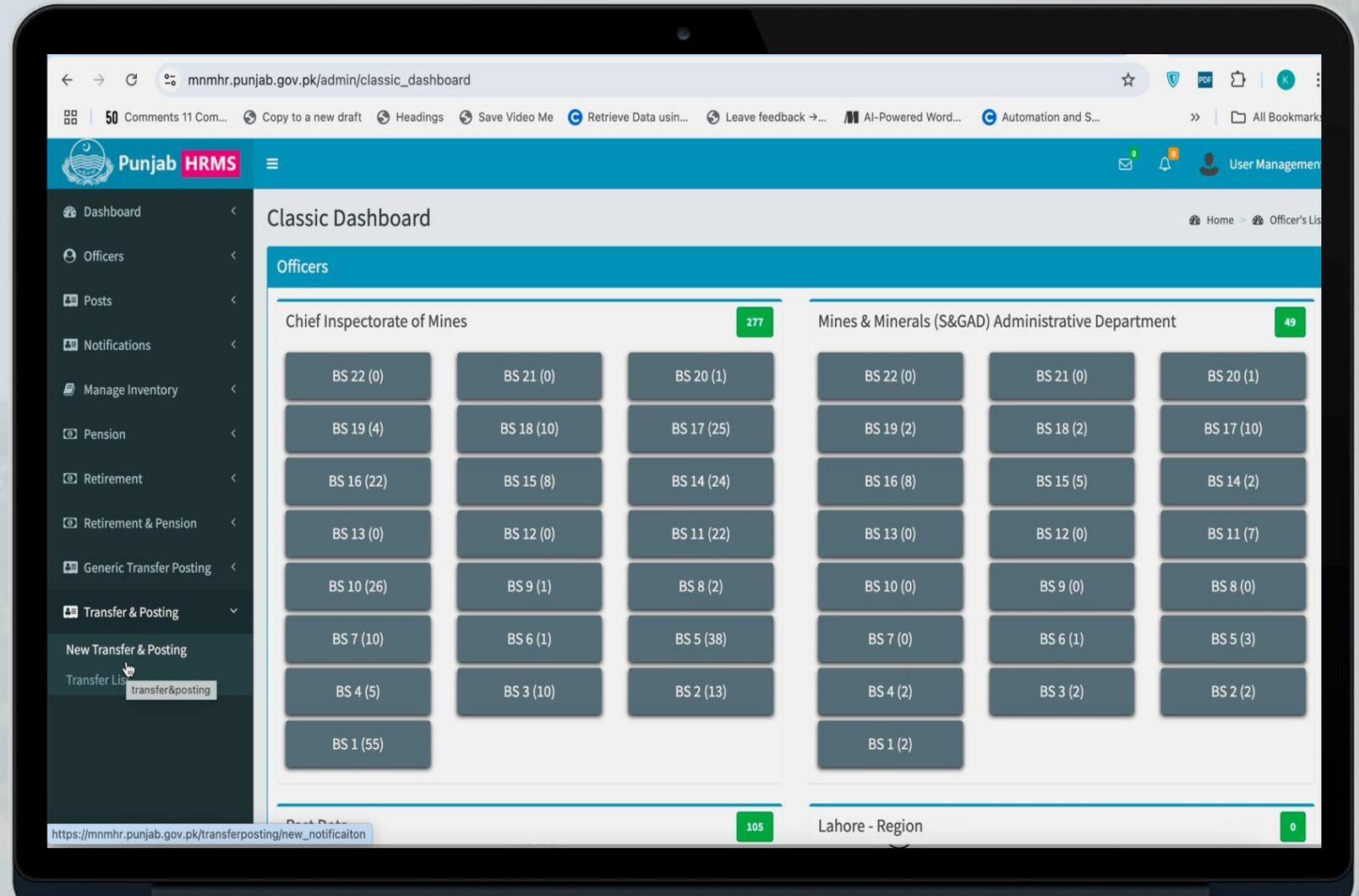
1. The relevant Assistant Director will login to transfer/post the respective officer/official



# 6

## How to Apply for Transfer & Posting ?

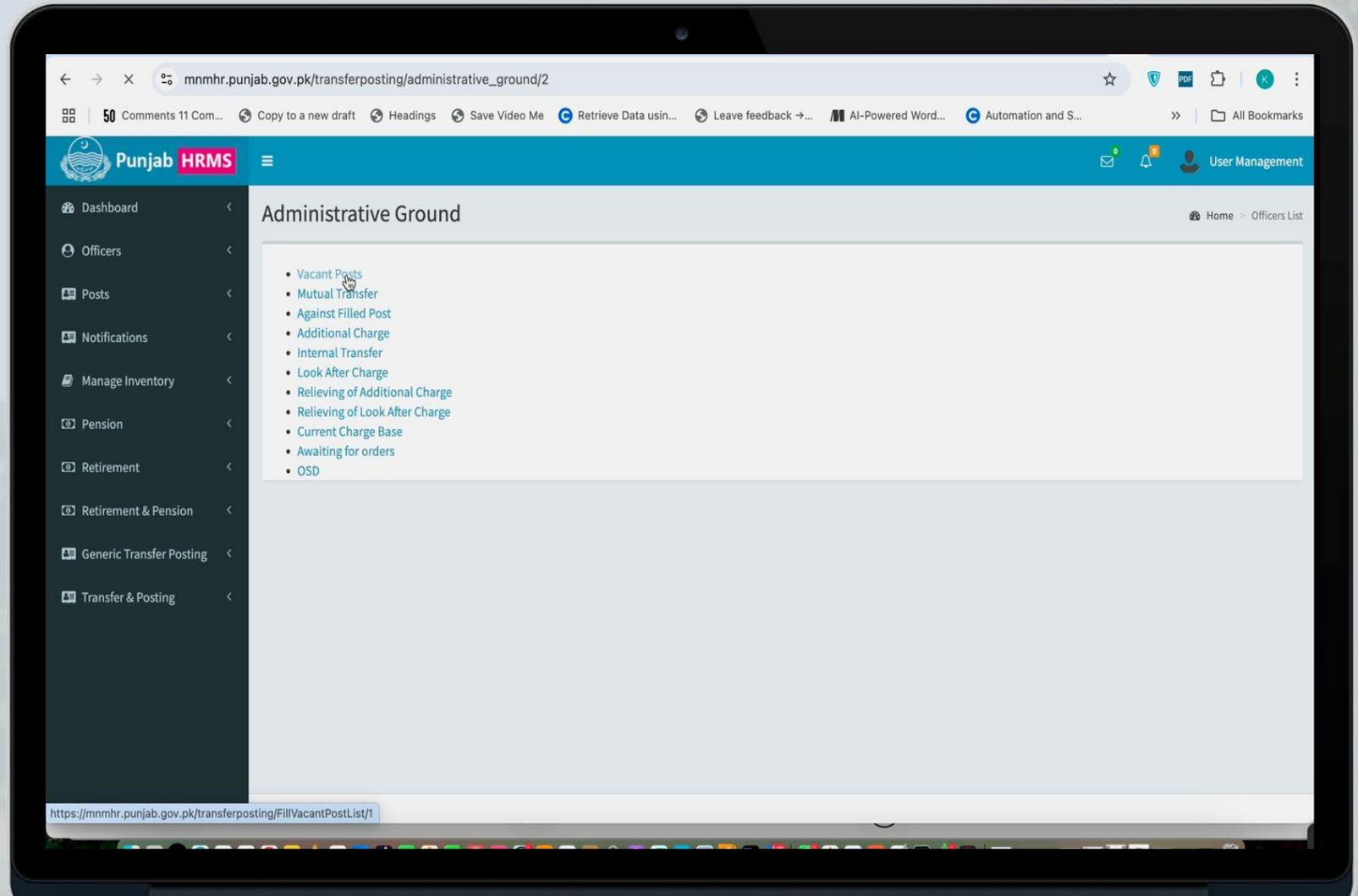
1. Click on **Transfer & Posting** button in left pane
2. Click on **New Transfer & Posting**



# 6

## How to Apply for Transfer & Posting ?

1. Click on Vacant Posts



# 6

## How to Apply for Transfer & Posting ?

1. Select the desired option in search bars (Department and Grade)
2. Click on the desired post to appoint the suitable officer

Department/Wings: Directorate General Mines & Minerals Punj

Grade: BS-7

Search: [Search]

Show 10 entries

Detail	Name	Full Name	Total Position	Vacant	Post Grade	Section/Domain	Sub Section/Domain
	Miner	Miner Training Mine Katas Distt: Chakwal	12	3	7	Chakwal	suitable officers
	Safety Lamp Room Incharge	Safety Lamp Room Incharge Training Mine Katas District Chakwal	1	1	7	Chakwal	suitable officers
	Pipe Layer Fitter	Pipe Layer Fitter Training Mine Katas District Chakwal	1	1	7	Chakwal	suitable officers
	Teacher Cum Librarian	Teacher Cum Librarian	1	1	7	Chakwal	suitable officers

Showing 1 to 4 of 4 entries

Previous 1 Next

# 6

## How to Apply for Transfer & Posting ?

1. Click on **Fill** button against the Suitable officer from the list

Department/Wings: Directorate General Mines & Minerals Punj; Grade: BS-7

Show 10 entries

Personnel #	ICP/Narrative Chart	Officer Name	Officer Batch	Officer Current Post	Posting Date	Current Grade	Action
2	ICP Chart Narrative Chart	MuhammadKaleemUllah	2010	Electrician Directorate General of Mines & Minerals Punjab Lahore.	24 Feb, 2010	7	Fill
4	ICP Chart Narrative Chart	Rashid Iqbal	2014	Electrician Directorate General of Mines & Minerals Punjab Lahore.	13 Dec, 2014	7	Fill
3	ICP Chart Narrative Chart	KhuramShehzad	2010	Electrician Directorate General of Mines & Minerals Punjab Lahore.	22 Feb, 2010	7	Fill
1	ICP Chart Narrative Chart	Test Case Test Case	2020	test case post		7	Fill

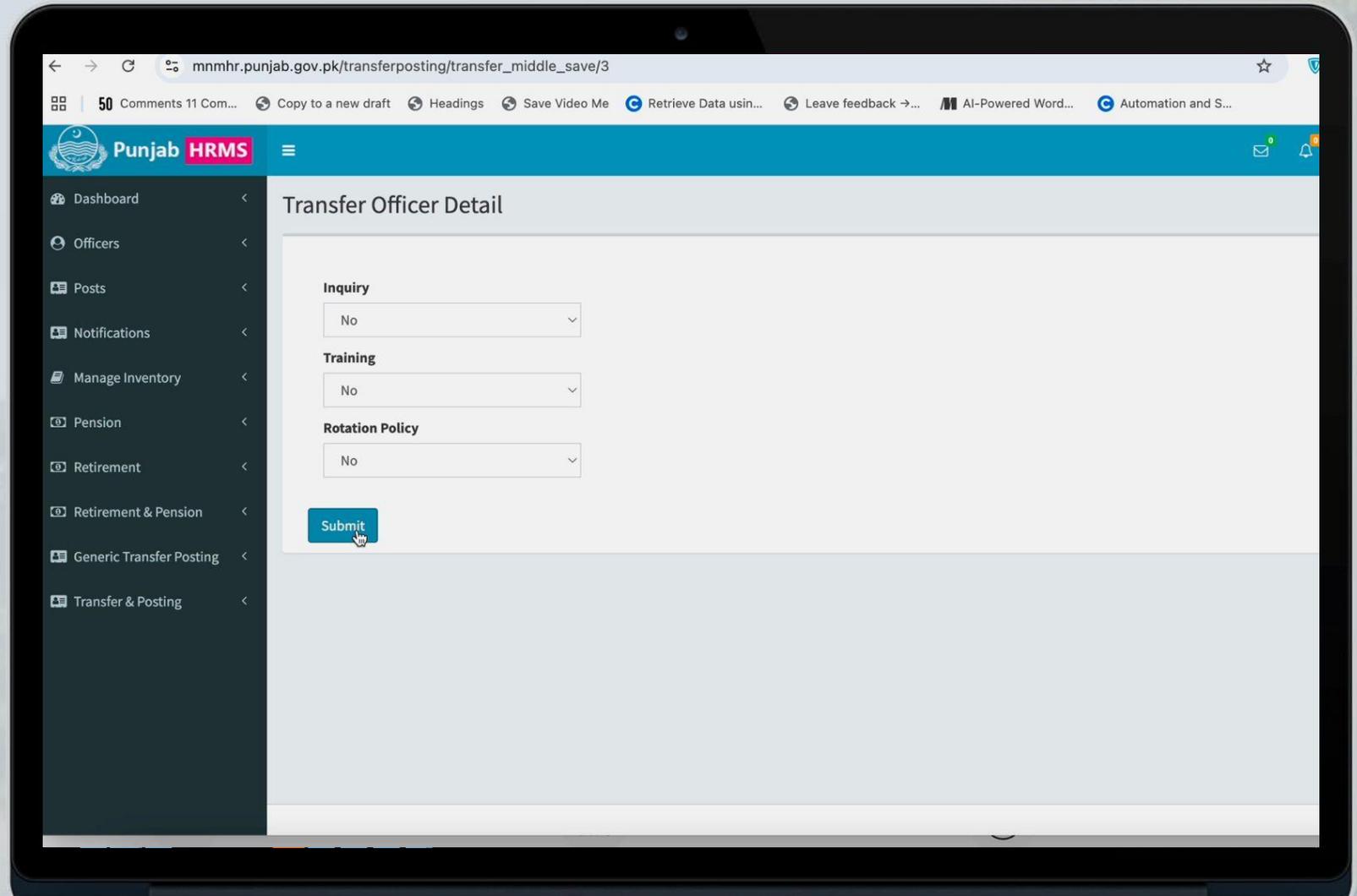
Showing 1 to 4 of 4 entries

Previous 1 Next

# 6

## How to Apply for Transfer & Posting ?

1. Select the desired filters and click on **Submit Button**



# 6

## How to Apply for Transfer & Posting ?

1. Fill the necessary details
2. Either Supersede to desired level or Forward it to the immediate higher authority

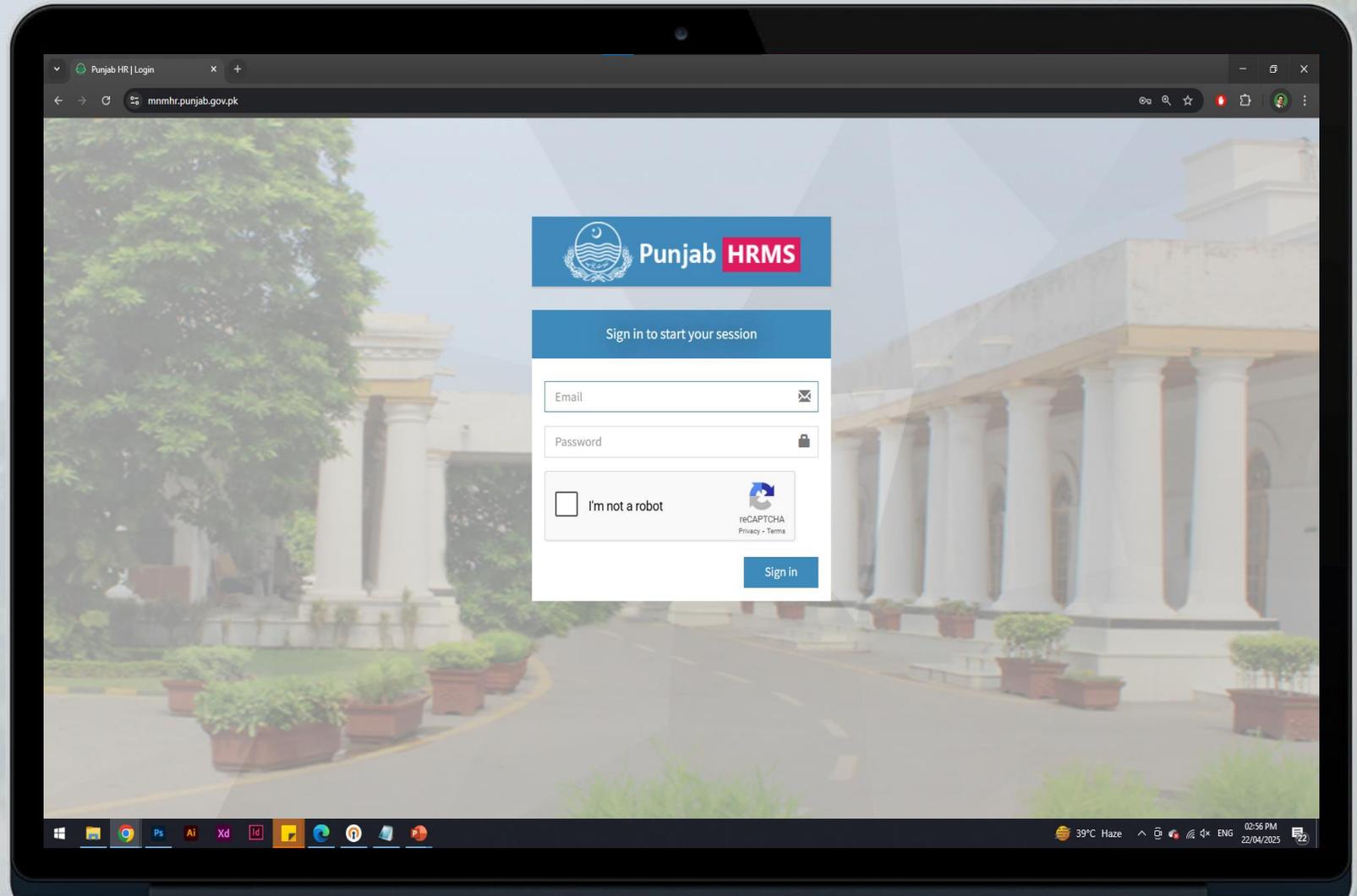
Finalized Part

Initiation Date	2025-04-22
Noting	<div><p>File Edit View Insert Format Tools Table</p><p>↶ ↷ Paragraph <b>B</b> <i>I</i> [List Icons] [Link Icon] [Image Icon]</p><p>[Print Icon] [Eye Icon] [Play Icon] <u>A</u> [Color Icon] [Text Color Icon]</p><p> </p><p>POWERED BY TINY</p></div>
Supersede Level	---Select---
Attachments:	<input type="button" value="Choose Files"/> No file chosen
Posting Plan	<input type="text" value="Please Enter plan name"/>
Action	Forward

# 7

## Approve & Forward the Transfers/Postings to Next Level

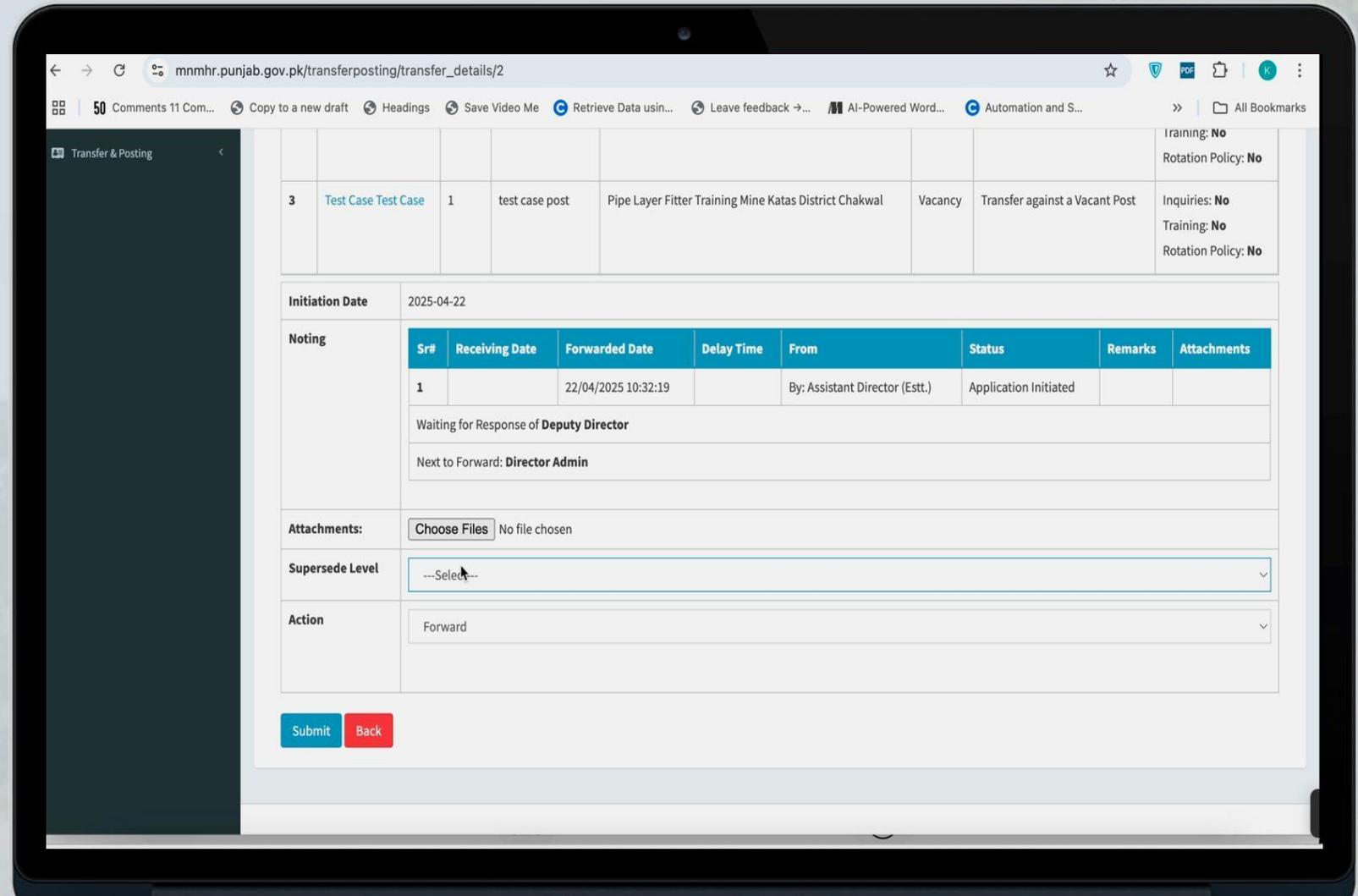
1. Deputy Director or Above will login from his/her own profile



# 7

## Approve & Forward the Transfers/Postings to Next Level

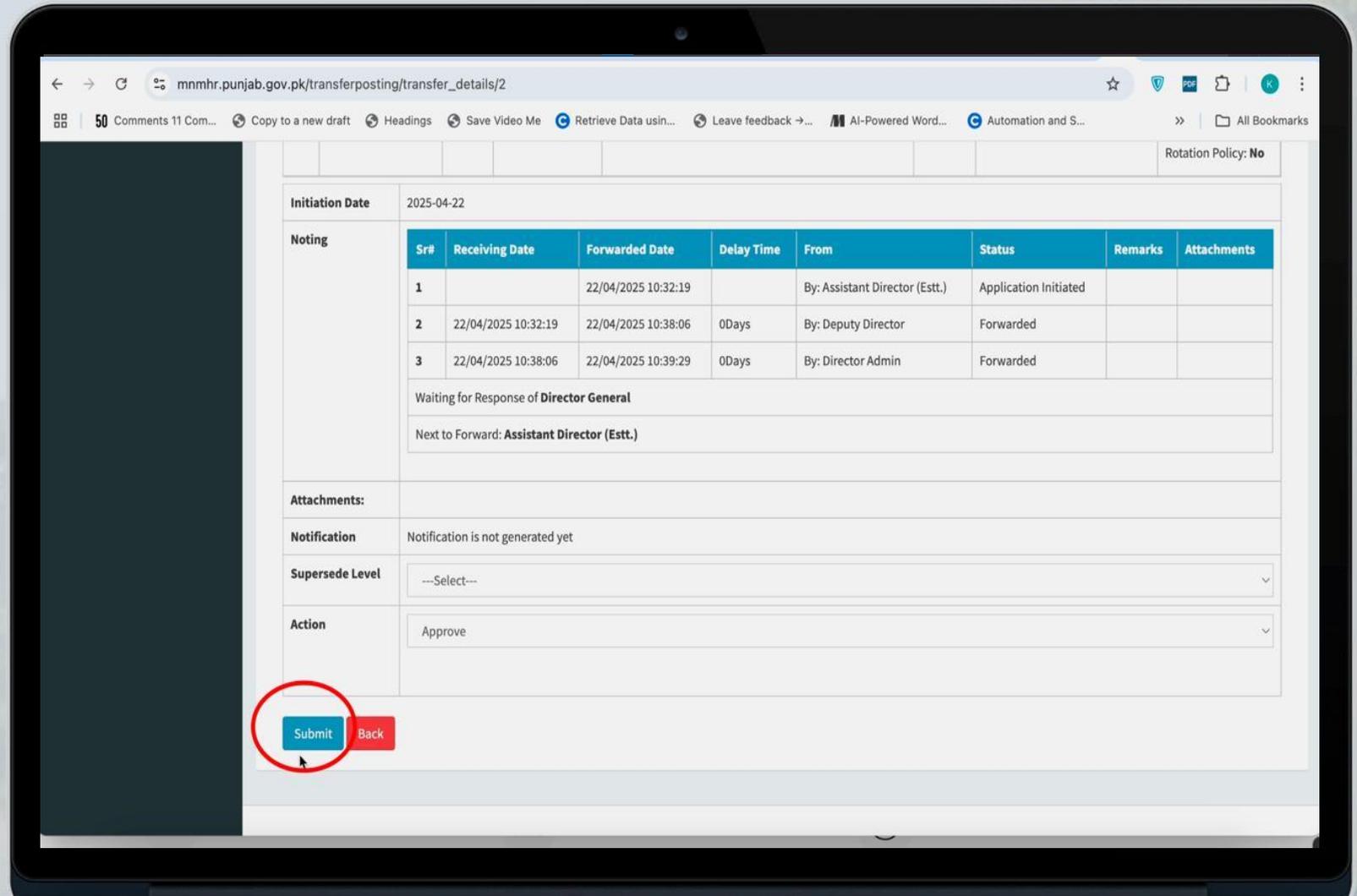
1. Click on **Transfer & Posting** button in the left pane
2. A list of applied transfers/posting will appear
3. Fill the field accordingly and click on **Submit** Button



# 7

## Approve & Forward the Transfers/Postings to Next Level

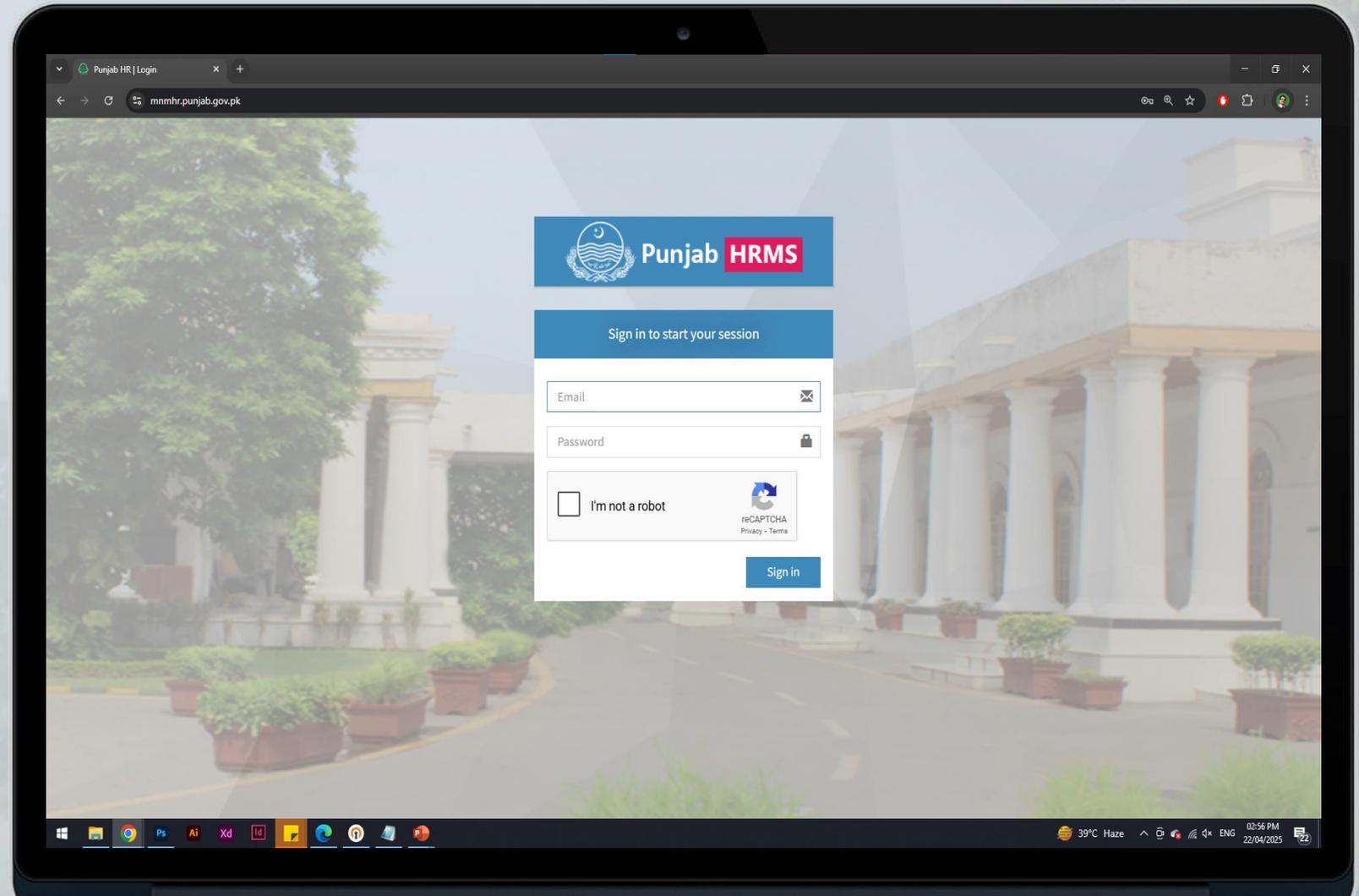
1. The transfer order will keep moving by following these steps to the next level till DG's Approval



# 8

## Viewing/Issuing Approved Transfer/Posting Orders

1. The Relevant AD will login from his/her profile



# 8

## Viewing/Issuing Approved Transfer/Posting Orders

1. Click on Transfer & Posting Button in the left pane
2. Click on **All Transfers & Postings** button
3. The List of Approved Orders will appear
4. Click on **Details** Button or desired order

The screenshot shows a web browser displaying a page with two tables. The first table, titled 'Transfer & Posting Sentback Case List', is empty and shows 'No data available in table'. The second table, titled 'Transfer & Posting Approved list', contains two entries. The first entry is for 'MR Test Case (Directorate General Mines & Minerals Punjab/1)' with status 'Approved' and initiation date '2025-04-21 16:36:57'. The second entry is for 'AAAA' with status 'Approved' and initiation date '2025-04-22 10:32:19'. The 'Transfer & Posting Approved list' title is circled in red.

Sr. No.	Transfer Type	Officer	Transfer Post	Against Officer	Status	Initiation Date	Action
No data available in table							

Showing 0 to 0 of 0 entries

Transfer & Posting Approved list

Sr. No.	Transfer Type	Officer	Transfer Post	Against Officer	Status	Initiation Date	Action
1	Against Vacant Post	MR Test Case (Directorate General Mines & Minerals Punjab/1)	Dak Runner, Mines & Mineral.		Approved	2025-04-21 16:36:57	Details
2	AAAA	-	-	-	Approved	2025-04-22 10:32:19	Details

Showing 1 to 2 of 2 entries

# 8

## Viewing/Issuing Approved Transfer/Posting Orders

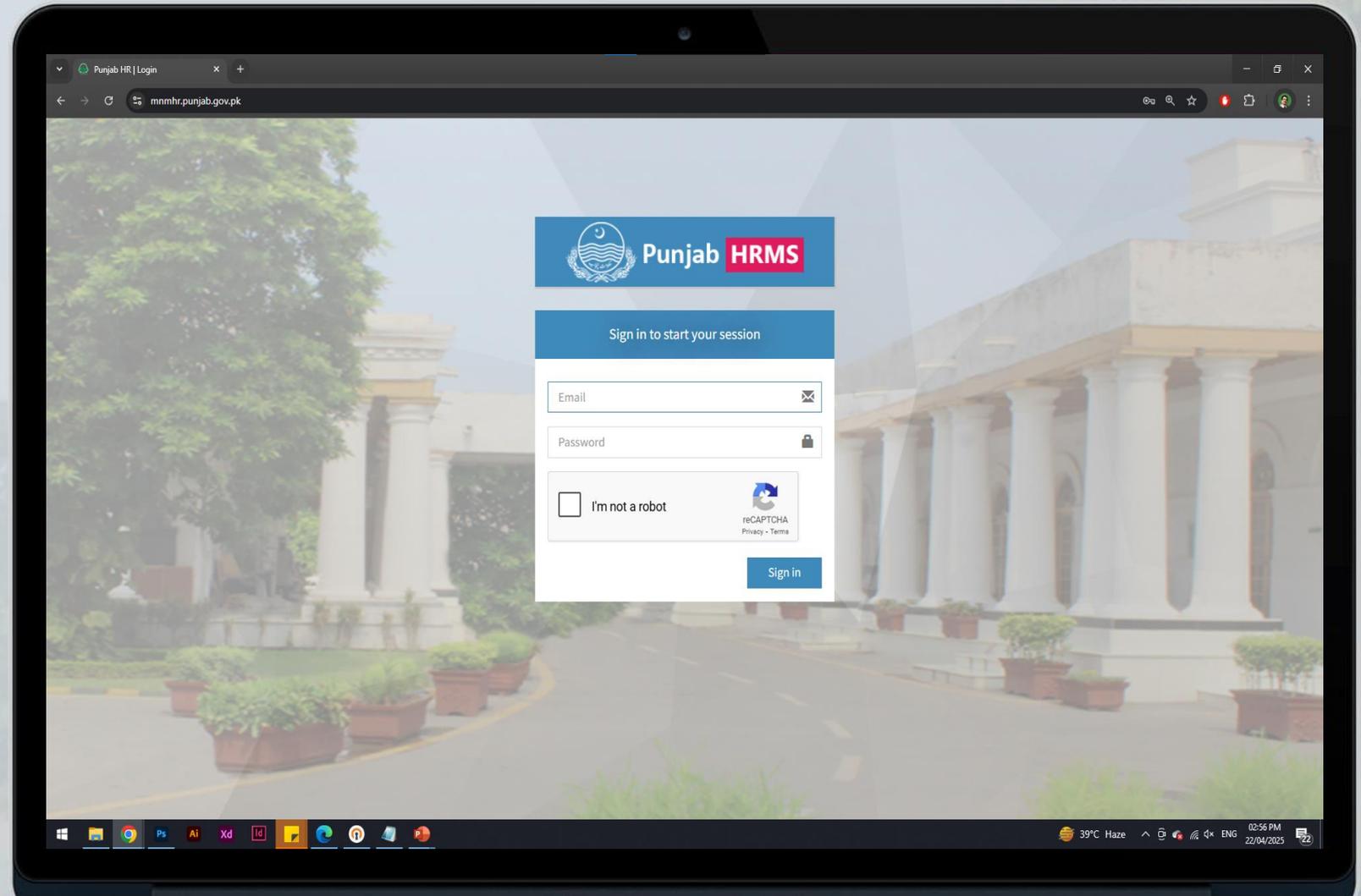
1. The Order will appear on screen
2. The AD will be able to proceed with the order

The screenshot displays the Punjab HRMS web application interface. The browser address bar shows the URL: `mmhr.punjab.gov.pk/transferposting/AssignOfficer/2/2`. The application header includes the Punjab HRMS logo and navigation links. The main content area is titled "Transfer Officer" and contains a notification document. The notification is from the Directorate General of Mines & Minerals, Punjab, Poonch House, Multan Road Lahore (Administration Division), dated 22/04/2025. The notification text reads: "NO. SO(ESTT.) -2025. With immediate effect, the following tranfers/postings are ordered temporarily till further orders:-". Below the text is a table with the following structure:

S#	Name	Present Appointment	New Appointment	Vice	Remarks
----	------	---------------------	-----------------	------	---------

# 9 Retirement Module

1. The Officer/Official will login from his/her own profile to apply for retirement



# 9

## Retirement Module

1. Click on **Retirement & Pension** Button from left pane
2. Click on **Retirement Button**
3. Fill the details accordingly

**Only the Authorised Users will be able to apply for retirement**

Apply Retirement

Retirement Type

Retirement Category: Superannuation

w.e.f Date: 2025-04-24

Personal Information

Name: Test Case rp Test Case rp last name

Department: Directorate General Mines & Minerals Punjab

CNIC: 3520001090019

DOB: 1965-04-25

Gender: Male

Officer Grade: 7

Superannuation Date: 2025-04-24

Total Service: 45 Years, 3 Months, 21 Days

Post Name

Post Grade

# 9

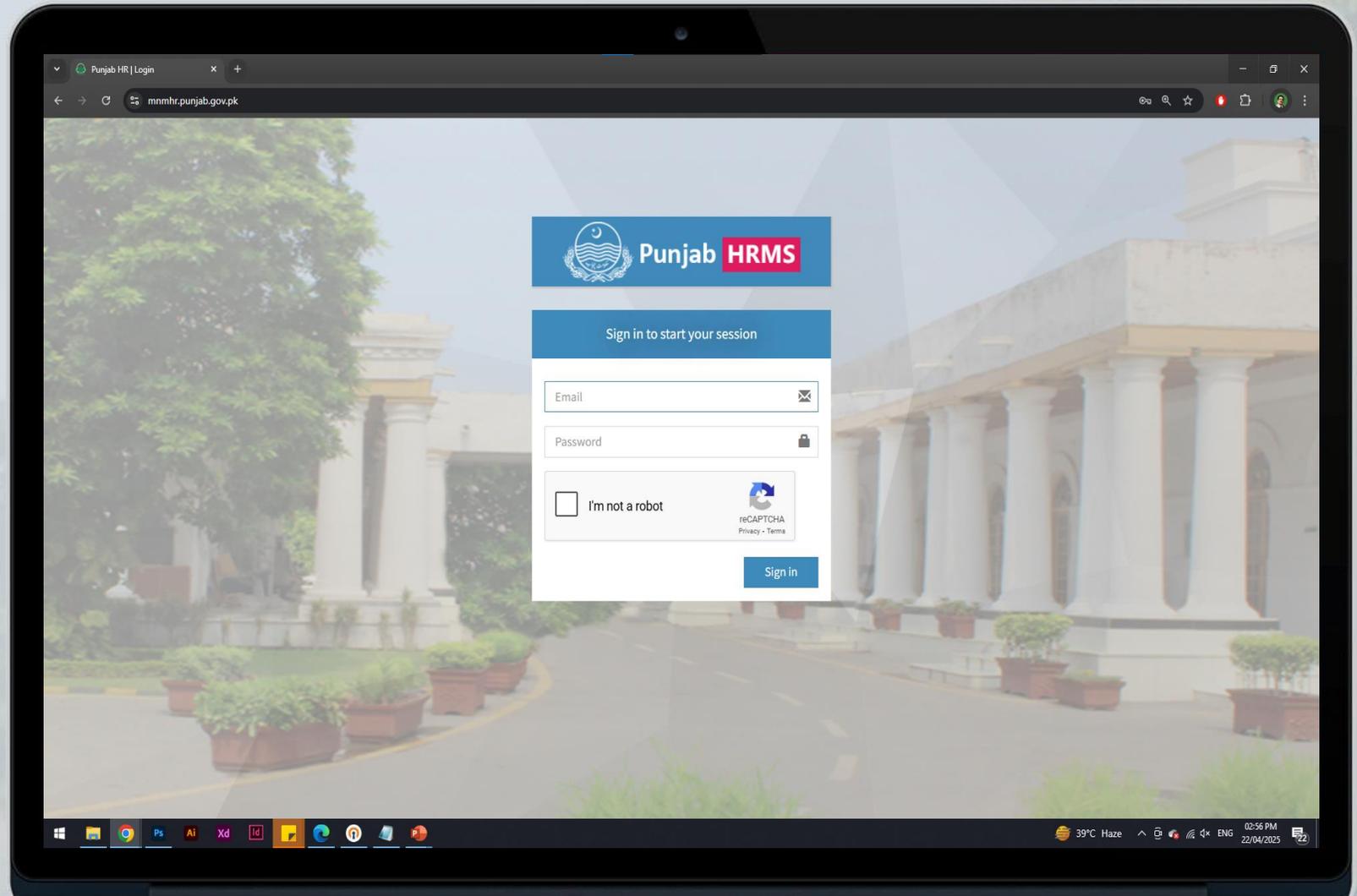
## Retirement Module

1. Upload the required necessary documents and Click on **Submit** Button
2. The Application will appear in relevant AD's profile

The screenshot shows a web form for a retirement application. At the top, there is a field for 'Contract No.' with an empty input box. Below this is a 'Details' section with a large empty text area. The 'S&GD' section has a dropdown menu currently set to 'No'. The 'Supporting Documents' section is divided into three columns: 'CNIC Front', 'CNIC Back', and 'Computerized Pay Slip'. Each column has a 'Choose File' button followed by the filename '444482894...8454\_n.jpg'. The 'Service Book' section has a 'Choose File' button with the same filename and a blue 'Add More' button. The 'Select Authority' section has two radio buttons: 'Administrative Officer' (unselected) and 'Competent Authority' (selected). At the bottom right, there are two buttons: a green 'Submit' button and a red 'Back' button.

# 10 Retirement Approval

1. Relevant AD will login from his/her profile



# 10 Retirement Approval

1. Click on **Retirement & Pension Button** in left pane
2. Click on **Applications** button
3. The list will appear on the screen
4. Click on **Details Button**

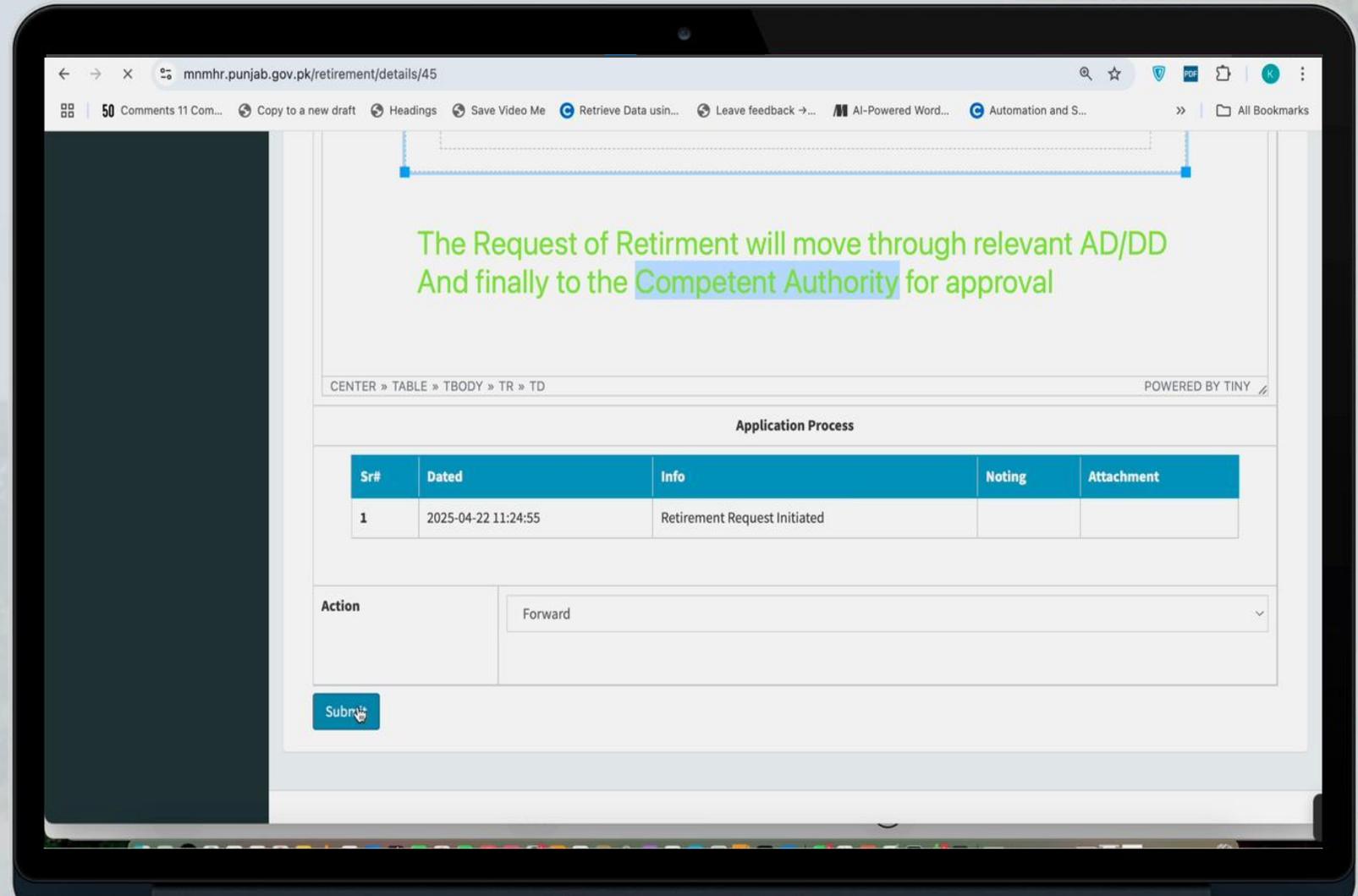
The screenshot displays the Punjab HRMS interface for Retirement Applications. The left sidebar contains a navigation menu with the following items: Dashboard, Officers, Posts, Notifications, Manage Inventory, Pension, Retirement, Retirement & Pension (highlighted), Generic Transfer Posting, and Transfer & Posting. The main content area is titled 'Retirement Applications' and features a filter bar with tabs for Pending, Forwarded, Approved, Finalized, Rejected, and S&GAD Applications. Below the filter bar, there is a 'Show 10 entries' dropdown and a search box. The main table lists the following application:

Sr.#	Request Date	Retirement Category	Officer Name	Status	Last Action By	Action
1	2025-04-22 11:24:55	Superannuation	Test Case rp Test Case rp last name - BPS-7 - test case post	Waiting for Approval of Assistant Director (Est.)	Initiated by Applicant	<a href="#">Details</a>

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. The URL at the bottom of the browser is 'https://mnmhr.punjab.gov.pk/#'.

# 10 Retirement Approval

1. Fill the action field and click in **Submit** button



# 10 Retirement Approval

1. The Application will keep moving to the next level by following these steps till DG's Approval

50 Comments 11 Com... Copy to a new draft Headings Save Video Me Retrieve Data usin... Leave feedback ->... AI-Powered Word... Automation and S... All Bookmarks

CENTER » TABLE » TBODY » TR » TD POWERED BY TINY

### Application Process

Sr#	Dated	Info	Noting	Attachment
1	2025-04-22 11:24:55	Retirement Request Initiated		
2	2025-04-22 11:25:55	Forward By Assistant Director (Estt.) (ad).		
3	2025-04-22 11:27:19	Forward By Deputy Director (dd).		

Action: Approve

Submit

# 10 Retirement Approval

1. This order will be generated in the relevant AD's profile

The screenshot displays a web application interface for retirement approval. The browser address bar shows the URL `mnhr.punjab.gov.pk/retirement/detail/45`. A left-hand navigation menu includes options like Dashboard, Officers, Posts, Notifications, Manage Inventory, Pension, Retirement, Retirement & Pension, Generic Transfer Posting, and Transfer & Posting. The main content area, titled "Retirement Detail", contains the following information:

<b>Officer Name</b> Test Case rp Test Case rp last name	<b>Retirement Category</b> Superannuation
<b>w.e.f. Date</b> 2025-04-24	<b>Department</b> Directorate General Mines & Minerals Punjab
<b>CNIC</b> 3520001090019	<b>DOB</b> 1965-04-25
<b>Gender</b> Male	<b>Officer Grade</b> 7
<b>Superannuation Date</b> 2025-04-24	<b>Total Service</b> 45 Years, 3 Months, 21 Days
<b>Post Name</b> test case post	<b>Post Grade</b> 7
<b>Request Date</b> 2025-04-22 11:24:55	<b>Details</b>
<b>Application Attachments</b> <a href="#">CNIC Front</a> <a href="#">CNIC Back</a> <a href="#">Computerized Sign</a> <a href="#">Service Book</a>	<b>Self Case No</b>
<b>Status</b> Finalized	<b>Last Action By</b> Assistant Director (Estt.)
<b>Notification</b> <a href="#">Notification</a>	

Below the details, there is a logo of the Directorate General of Mines & Minerals, Punjab, and a QR code. The text reads: "DIRECTORATE GENERAL OF MINES & MINERALS, PUNJAB POONCH HOUSE, MULTAN ROAD LAHORE (ADMINISTRATION DIVISION) Dated, Lahore, the Apr 22, 2025".

**NOTIFICATION**  
**NO. DGM&M/OS/E/ MR. Test Case rp Test Case rp last name, (BS-7)** test case post  
Directorate General Mines & Minerals Punjab, shall stand retired from Government service, **w.e.f. 24.04.2025**, on attaining the age of superannuation. According to CNIC and Matriculation certificate his date of birth is 25.04.1965.

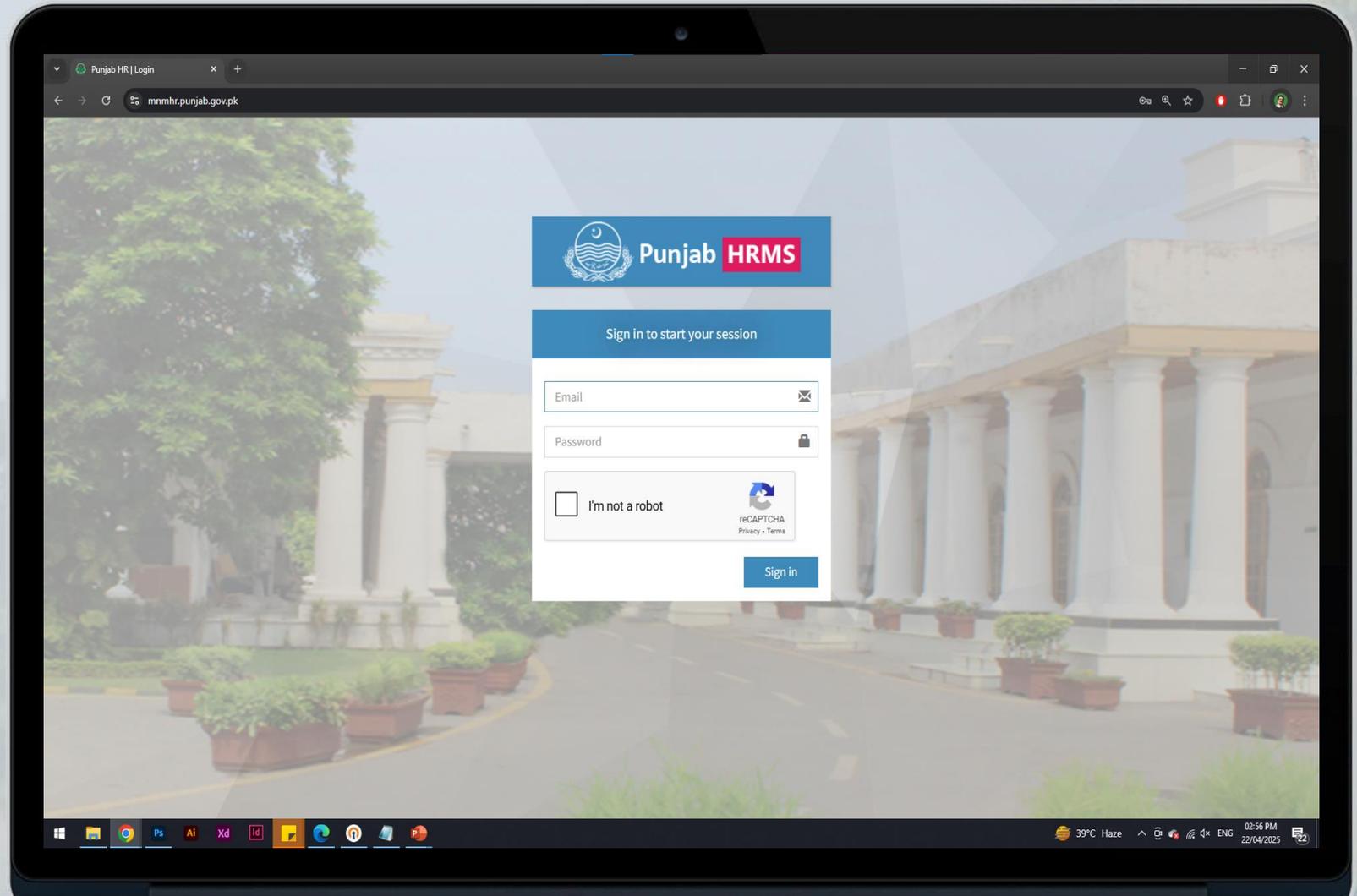
**DIRECTOR (ADMINISTRATION) MINES & MINERALS, PUNJAB, LAHORE**

**NO. & DATE EVEN.**  
A copy is forwarded for information and necessary action to:-  
1. The Accountant General Punjab, Lahore.  
2. Officer concerned  
3. Office File

# 11

## How to Apply for Pension?

1. The Officer/Official will login from his/her profile to Apply for Pension



# 11

## How to Apply for Pension?

1. Click on Retirement & Pension button in Left Pane
2. Click on Pension Button

The screenshot shows the Punjab HRMS web application interface. The browser address bar displays `mnmhr.punjab.gov.pk/adminOfc/profileOfficer/1566`. The page title is "Officer Information". The left sidebar contains a menu with the following items: Home, Leave Request, Complaint, Fleet Management, Inventory Management, Retirement & Pension (expanded), Retirement, Pension (selected), and Retirement Applications. The main content area displays the following information:

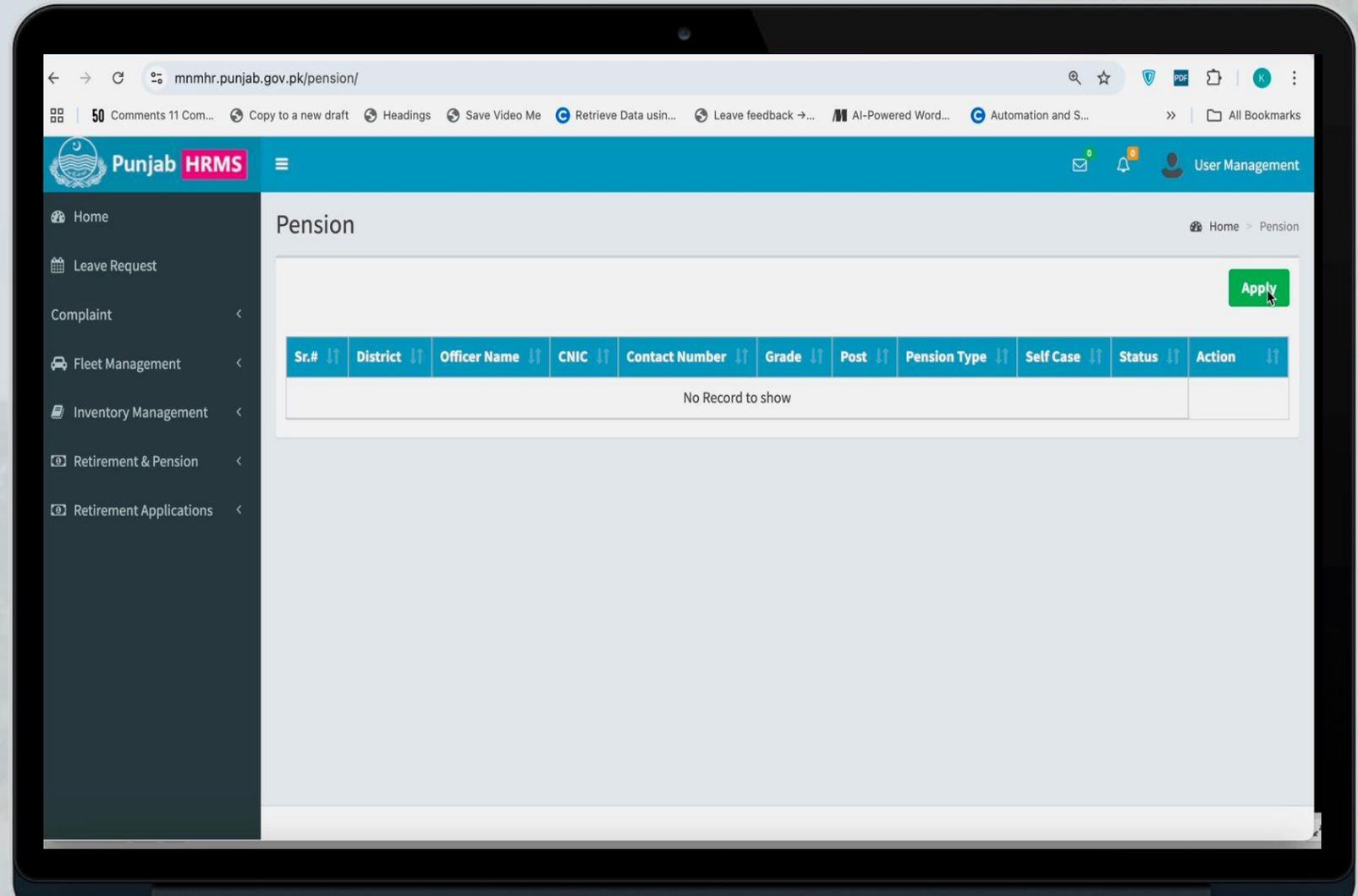
<b>Name:</b>	Test Case rp Test Case rp last name	<b>S/O , D/O , H/Otest case , W/O:</b>	
<b>CNIC:</b>	3520001090019	<b>Place Of Birth:</b>	Lahore
<b>Passport No:</b>		<b>NTN No:</b>	
<b>Gender:</b>	Male	<b>Language:</b>	
<b>Cadre / Ex-Cadre:</b>	Cadre	<b>Occupational Service:</b>	Directorate General Mines & Minerals Punjab
<b>Seniority Position:</b>	0	<b>Date of joining Govt service (Current):</b>	01 Jan, 1980
<b>Date of joining Govt service (Previous):</b>	30 Nov, -0001	<b>Religion:</b>	MUSLIM
		<b>Date of birth:</b>	25 Apr, 1965
		<b>Appointment 7:</b>	

On the right side of the page, there is a profile section with a placeholder for a profile picture and the name "Test Case rp Test Case rp last name". Below the name are two "Choose File" buttons for uploading a profile picture and a signature, each with an "Upload" button. The "Upload" button for the signature is highlighted in orange.

# 11

## How to Apply for Pension?

1. Click on Apply button



# 11

## How to Apply for Pension?

1. The form will appear on your screen
2. Select your desired **Pension Category**
3. Fill the form as required carefully
4. Upload all the required attachments, i.e., Photo, CNIC, Signature, Service Book, etc.

The screenshot shows the 'Apply Pension' form in the Punjab HRMS system. The browser address bar shows 'mmhr.punjab.gov.pk/pension/apply/1566'. The page title is 'Apply Pension'. The form includes the following fields:

- Pension Type**
  - Pension Category:** Superannuation Pension
  - w.e.f Date:** 2025-04-24
- District:** Hafizabad
- Personal Information**
  - Name:** Test Case rp Test Case rp last name
  - Department:** Directorate General Mines & Minerals Punjab
  - CNIC:** 3520001090019
  - DOB:** 1965-04-25
  - Gender:** Male
  - Officer Grade:** 7
  - Superannuation Date:** 2025-04-24
  - Total Service:** 45 Years, 3 Months, 22 Days
  - Post Name:** test case post
  - Post Grade:** 7
  - Contact No.:** (field is empty)

# 11

## How to Apply for Pension?

5. Select the **Competent Authority** accordingly
6. Click on **Submit** Button
7. The Respective ADs and all above Officer will approve the case one by one till DG's Approval

The screenshot shows a web-based application form for pension. It features several sections for file uploads, each with a 'Choose File' button and the text 'No file chosen'. The sections include: 'Passport Size Picture', 'Original Service Book', 'Order of Retirement' (with a link), 'Last Payment Certificate', 'Rent clearance certificate', 'Bank Account Verification Form', 'Stamp Paper', 'Option for Commutation (Self, Department Concerned)', 'In case the officer official has been on deputation, attach proof of pension contribution in shape of verified credit challan', 'Family Registration Certificate from NADRA Verified', and 'Bank option along with indemnity bond'. A blue 'Add More' button is located below the file upload sections. Below the form is a 'Select Authority' section with radio buttons for 'Administrative Officer' (selected) and 'Competent Authority'. Under 'Select Administrative Officer', there is a dropdown menu. At the bottom right, there are 'Submit' and 'Back' buttons.



**Punjab HRMS**

# 12 Help & Support

1	<b>Mr. Umair Anwar</b> Manager IT, Mines & Minerals Department Punjab	<b>0305-5844000</b>
2	<b>Mr. Asif Nadeem</b> HRIMS Specialist, PITB	<b>0321-6885947</b>
3	<b>Mr. Muhammad Kashif</b> Computer Programmer, Mines & Minerals Department Punjab	<b>0316-5038878</b>

**Created by:**  
**Asfand Yar Masood**  
Graphic Designer, PITB





**Mines & Minerals Department**  
Government of the Punjab