



HYDERABAD ELECTRIC SUPPLY COMPANY

Outward No. _____

Dated: _____

PAYROLL MANGAGEMENT SYSTEM (PMS) USER FORM FOR DOWNLOADING & PRINTING PAYROLL REPORTS

I hereby certify that undersigned officer / official uses the following Payroll User ID & password, only by him/her and it will never be shared with anyone. I fully understand that misuse of my User ID will be my sole responsibility. I will also be responsible to inform O/o DG(IT) at once, upon transfer or change of assignment; so that the ID may be locked and Password of said User ID may be changed for the successor.

Please tick [] any One

Form Reason:

To Unlock User:	<input type="checkbox"/>	To Password Reset:	<input type="checkbox"/>	To Lock User:	<input type="checkbox"/>
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Payroll Department Code:

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Department Name: _____.

User ID: _____.

Payroll Emp. Code: _____.

Name: _____.

Father Name: _____.

Designation: _____ BPS: _____.

CNIC:

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Mobile No (WhatsApp): _____.

Email: Address _____.

User Signature

It is certified that the above provided information is correct. I understand, having him/her under my command, it's my responsibility to keep monitoring him/her for any violation of policy or misuse and inform the O/o DG(IT) for any change or relevant information, to avoid any illegal practice or damage to the System/Company.

Drawing & Disbursing Officer	
Signature:	
Payroll Emp. Code:	
Name:	
Designation:	
Stamp:	

Instructions for Users

- Change your password after login at first time and remember it.
- Do not share User ID and Password to anyone.
- Do not save your User ID and Password on system or browser.
- Change your password time to time, if you need.