

General Headquarters  
IGT& E Branch  
FGEI (C/G) Directorate  
Sir Syed Road, Rawalpindi  
Telephone No. 5563198  
No. 0409/07/2020-FGEI (NTS)  
27 Apr 2022

To: All FGEI (C/G) Regional Offices

ID: All Sections (for similar action)

Subj: **HRMIS staff ID**

1. FIMS (FGEI information management system) has already been launched on 24 Mar 2022. All staff (permanent & on contract under assistance package) has been allotted a unique number (staff ID) which can be seen by visiting employees HRMIS profiles.

2. In order to ensure better utilization of the system and to update HRMIS data, the CA has decided fol: -

- a. Employees must show/write their HRMIS staff ID in applications while fwd case to their respective head of institution.
- b. Principal will also ensure that the HRMIS staff ID of respective indl is mentioned in his covering letter while fwd cases to ROs.
- c. ROs will not entertain staff cases without proper mentioning of HRMIS staff ID on indl application and covering letter from institutions.
- d. ROs will also make sure that no case without mentioning of HRMIS staff ID should be fwd to this Dte.
- e. No case of any indl will be entertained in future without mentioning of HRMIS staff ID.
- f. Following format will be followed for mentioning of HRMIS staff ID in covering letter of Principal and ROs: -

**(Muhammad Waqas, UDC, Staff ID: P-33475, FG JPS No.1 Rwp)**

3. Fwd for strict compliance, please.

4. **For IT Cell only:** Please upload the above policy on Dte website.

**sdxxxxx**  
Capt  
For DG  
(Wardha Amin Khan)