

## PROCEDURE / CRITERIA

### SENIORITY

Open link of HRMIS.

#### USER MANUAL FOR SENIORITY”

**Step : 1.**

C.E.O 1<sup>st</sup> login with valid credential

**Step : 2.**

Go to seniority management.

**Step : 3.**

Click on desired seniority list.

**Step : 4.**

Select gender for listing.

**Step : 5.**

Click on Update.

**Step : 6.**

Add seniority and update.

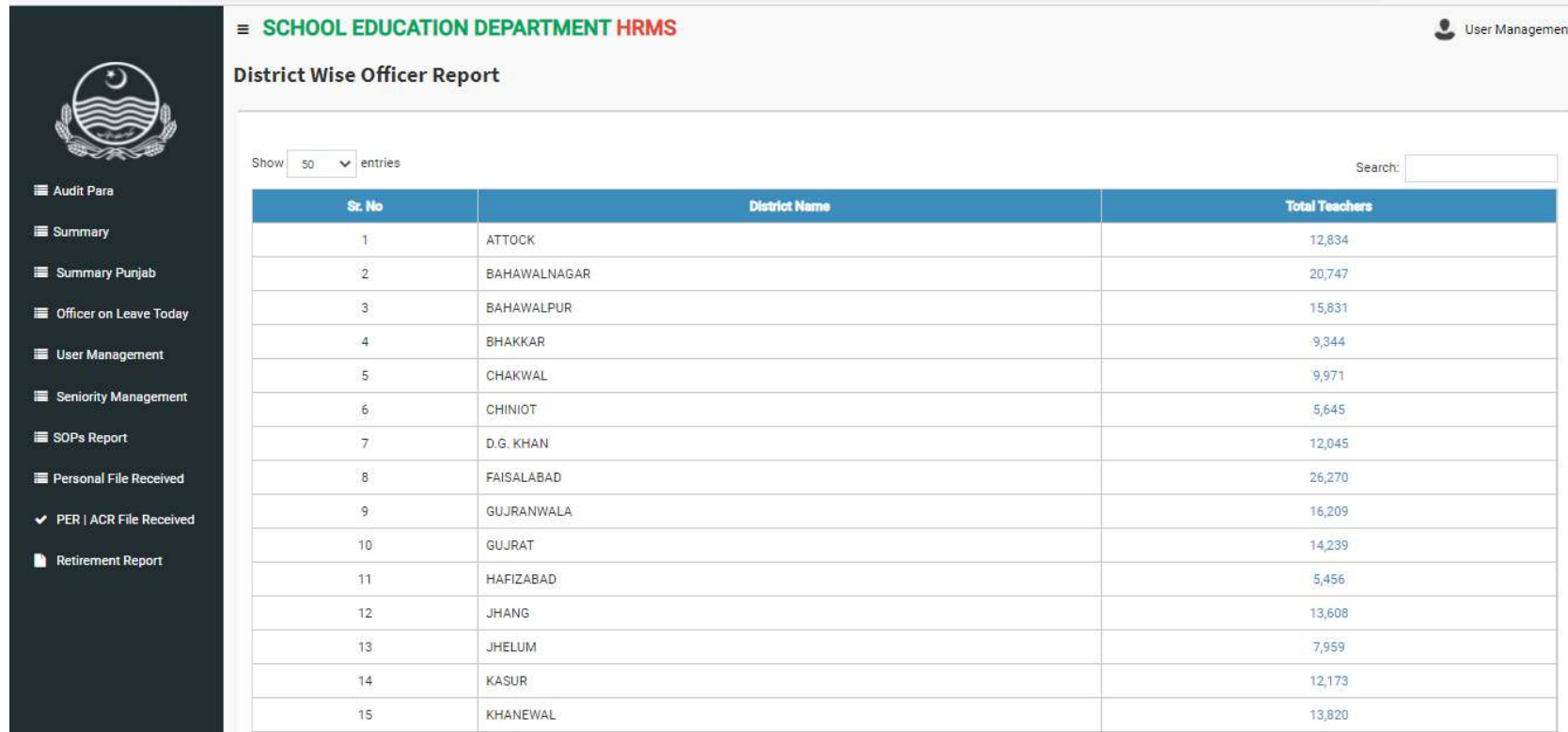


# **SCHOOL EDUCATION DEPARTMENT**

## **WEB PORTAL**

**User Manuals For Seniority**

# User Manuals For Seniority



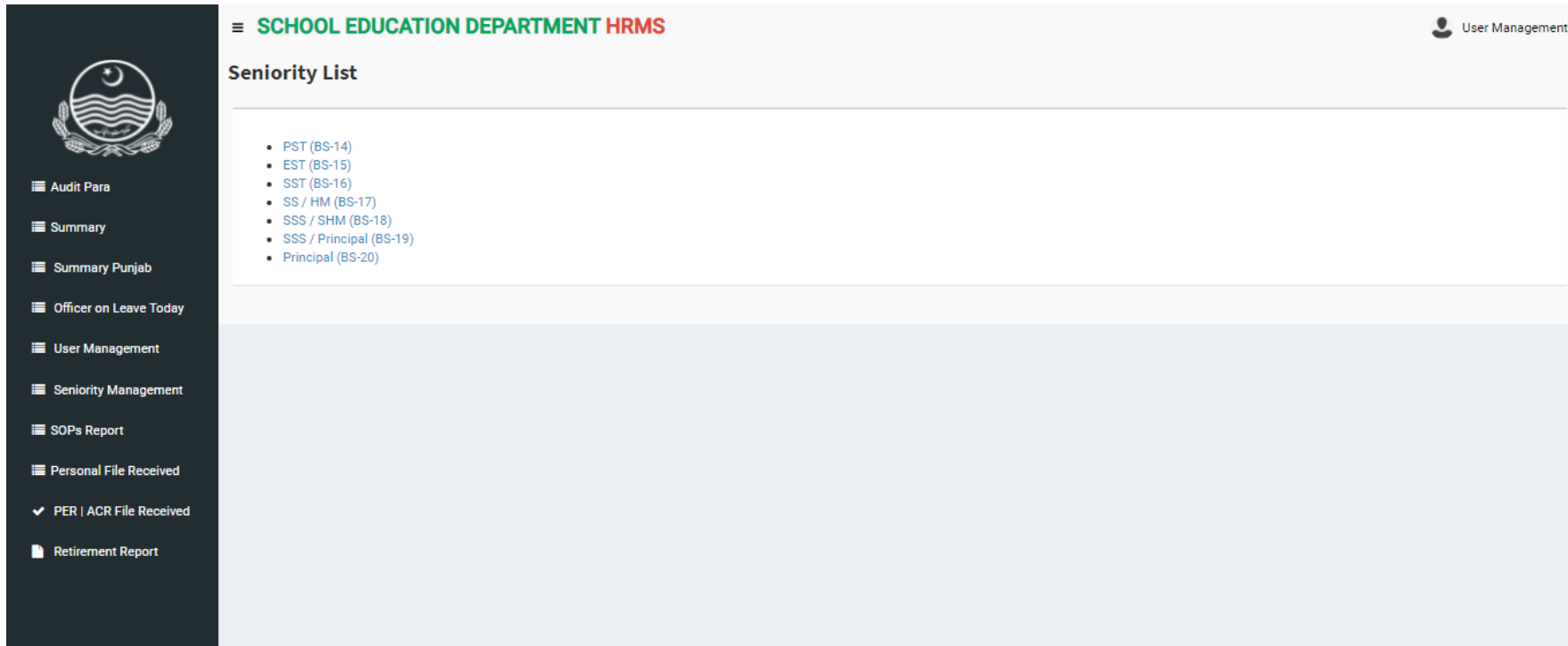
The screenshot displays the HRMS interface for the School Education Department. The left sidebar contains a navigation menu with the following items: Audit Para, Summary, Summary Punjab, Officer on Leave Today, User Management, Seniority Management, SOPs Report, Personal File Received, PER | ACR File Received, and Retirement Report. The main content area is titled 'District Wise Officer Report' and features a table with 15 rows and 3 columns: Sr. No, District Name, and Total Teachers. The table data is as follows:

Sr. No	District Name	Total Teachers
1	ATTOCK	12,834
2	BAHAWALNAGAR	20,747
3	BAHAWALPUR	15,831
4	BHAKKAR	9,344
5	CHAKWAL	9,971
6	CHINIOT	5,645
7	D.G. KHAN	12,045
8	FAISALABAD	26,270
9	GUJRANWALA	16,209
10	GUJRAT	14,239
11	HAFIZABAD	5,456
12	JHANG	13,608
13	JHELUM	7,959
14	KASUR	12,173
15	KHANEWAL	13,820

Step 1:- C.E.O 1<sup>st</sup> login  
with valid Credential

Step 2:- Go to  
Seniority management.

# User Manuals For Seniority



The screenshot shows the HRMS interface for the School Education Department. The header includes the department name and a user management profile. The main content area is titled 'Seniority List' and contains a bulleted list of job categories. A dark sidebar on the left provides navigation options.

**SCHOOL EDUCATION DEPARTMENT HRMS** User Management

### Seniority List

- PST (BS-14)
- EST (BS-15)
- SST (BS-16)
- SS / HM (BS-17)
- SSS / SHM (BS-18)
- SSS / Principal (BS-19)
- Principal (BS-20)

**Navigation Menu:**

- Audit Para
- Summary
- Summary Punjab
- Officer on Leave Today
- User Management
- Seniority Management
- SOPs Report
- Personal File Received
- ✓ PER | ACR File Received
- Retirement Report

Step 1:- Click on  
desired Seniority  
list

# User Manuals For Seniority

**SCHOOL EDUCATION DEPARTMENT HRMS** User Management

### Seniority List (Principal BS-20)

Seniority List (Principal BS-20)

Gender: Male Generate Seniority


Search:

STY. NO.	Notified Seniority	NAME, PARENTAGE & QUALIFICATION	PLACE OF POSTING	DATE OF BIRTH/HOME DISTRICT	DATE OF JOINING IN TO GOVT. SERVICE	DATE OF JOINING IN 1)BS-17 2)BS-18 3)BS-19 4)BS-20	CNIC NO. #CONTACT #	Remarks	Action
1		Noor Ahmad S/O NAZIR AHMAD M.A EDUCATION,BA,FA,MATRICULATION,MA EDUCATION	GHSS MODEL NO.1 RAJANPUR	1965-04-11 RAJANPUR	1991-05-29	1)1991-05-29 2)1997-06-23 3)2005-01-15	03326158292 3240388428005		<a href="#">Update</a>
2		Shaukat Ali Shahid S/O	GHSS G.T.ROAD GUJRANWALA	1961-01-01 GUJRANWALA	1987-03-30		03448435066 3410422837113		<a href="#">Update</a>
3		Muhammad Shafi S/O SALMA RIAZ MATRIC,FSC,B.A,M.Sc,B.Ed	GHSS TULAMBA, TULAMBA	1962-06-10 KHANEWAL	1987-09-12	1)1987-09-12 2)1996-01-01 3)2004-01-12 4)2019-02-01	03007890574 3610404087415		<a href="#">Update</a>
4		Muhammad Abid S/O Allah Bukhsh MATRIC,F.S.C,B.S.C,M.S.C,B.ED,M.ED	GHS TECHNICAL BAHAWALPUR	1963-10-10 MULTAN	1987-11-12	1)1988-02-18 2)1995-01-01 3)2004-01-01	03017436747 3630109450761		<a href="#">Update</a>

Step 1:- select gender for listing

Step 2:- Click on Update

# User Manuals For Seniority



≡ SCHOOL EDUCATION DEPARTMENT HRMS

### Seniority Comparison

Seniority Comparison

Gender	Male
Name	Noor Ahmad
Date of Birth	1965-04-11
CNIC	3240388428005
LP(SIS)	2001-09-15
Joining	1991-05-29
Subject	
District	RAJANPUR
Tehsil	RAJANPUR
Markaz	SECONDARY-WING
School	GHSS MODEL NO.1 RAJANPUR
ICP Chart Seniority	129
System Seniority	1
Notified Seniority	N/A
Seniority	<input type="text"/>
Remarks	<input type="text"/>
Status	

Step 1:- Add seniority and update