## Amendment History

<table>
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<th>Date</th>
<th>Application Version</th>
<th>Description</th>
<th>Author</th>
</tr>
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<tbody>
<tr>
<td>October’ 2017</td>
<td>2.1.1</td>
<td>Admin Manual</td>
<td>eOffice Project Division</td>
</tr>
<tr>
<td>March’ 2018</td>
<td>2.3.1</td>
<td>Admin Manual</td>
<td>eOffice Project Division</td>
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Employee Transfer Process in eOffice

Creation of New Employee in eOffice:
Introduction

Personnel Information Management System (PIMS) is the application, developed to capture personal information of the employees working under one organization/department. It consists of eighteen modules to collect information pertaining to personal, posting, awards, leave, qualification, family details etc. of every individual. The application is managed by the defined roles i.e; **Creator, Verifier**, and **Pay & Account Officer**.

A creator is a user, authorized to add employees’ record in the PIMS application. The verifier is a user, verifies and edits the data added by the creator. Pay & Account Officer maintains the foreign services and service certificates of the employees.

The application authorizes the administrator (Creator, Verifier, and PA&O) to create account for **Auditor**. An auditor is a user with definite rights who can review and give remarks on the service book of employees. An administrator (Creator, Verifier, and PA&O) also, known as the **Custodian**. A custodian is a user, handling the physical service book of the department. The custodian has the privilege to manage service books pertaining to the concerned Administration section.
Objective
Administrator (Creator, Verifier, and PA&O) of PIMS contributes majorly in creating and updating employees’ details within the organization. Below are the objectives of the administrator in PIMS:

- Manage and update all the information with respect to the concerned employee as per the provision of physical service book.
- Facilitates the conversion of physical service book records and document into e-format.
- Reduce the retrieving and processing time for employees’ information.
Key Features

Every page has the following features to observe:

- **Add (ADD)**: Add new data to the respective module.
- **Submit (SUBMIT)**: Submits the data as a record.
- **Submit & Next (SUBMIT AND NEXT)**: Submits the data and moves to the next module.
- **Edit or Update (Update)**: Edit or modifies the data.
- **Exit (EXIT)**: Exits from the page.
- **Last Verified Record or Record (Last Verified Record)**: Provides to view the last verified record details.
- **Data Information or Information (Data Information)**: Provides the details of Creator and Verifier.
- **More (More)**: Provides a complete view of already entered data.
- **View Service Book Parts (View Service Book Parts)**: Provides the detail of the uploaded physical service book and also, allows saving the same in the local system.
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<td>Updates the user data.</td>
<td>Generates and verifies the service certificate of the employees.</td>
<td>Views creator’s entered data.</td>
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<td>Verifies the creator’s entered details.</td>
<td>Maintains the employees Foreign Service record.</td>
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Login

- Enter the Username and Password in eOffice Portal, as shown in **Fig.1:**

  ![Fig.1](image1)

- Click on the Login (Login) button to submit the details.

- The user is successfully logged in to the eOffice portal and the screen appears as shown in **Fig.2:**

  ![Fig.2](image2)

**Note:**
User can also access PIMS through [https://pims.eoffice.gov.in/](https://pims.eoffice.gov.in/)
Click on the to the Personnel Information System (PIMS) application, and the Dashboard screen appears by default, as shown in Fig.3:

![Fig.3](image_url)

The Dashboard screen contains details of:

a) Total Employee Serving
b) No. of service Book Users
c) Employees Retiring this Year

Note:
**View Details link**: To view the complete list of employees.

The Pie-charts and Bar chart contains detail of:

- Distribution of Employees Based on Gender
- Distribution of Employees Based on Pay Level
- Distribution of Employees Based on Age

**Role Creator**
PIMS Modules

PIMS Modules are defined and designed in a user-friendly manner. It proposes a system that enables the user to understand the key features described for necessities. PIMS application constitutes modules, as shown in Fig.4:

Let’s learn how to use the modules of PIMS.

**Search Employee**

It allows the creator to search and perform the actions on employee record. To search an employee, perform the following steps:

- As shown in Fig.5, to edit or update employee’s record, the creator should search an employee first.
- Enter the **Employee Name, Code, Designation** etc. in search screen and click on the **Search** button (Fig.5).

- The screen displays employee record through which employees’ can be searched, as shown in **Fig.6**:

**Note:**
An employee can be searched on the basis of **Organization, Service, Employee Code, Employee Name, Select Designation, Employee Type and Select User Type** field.
Approve Registration

It allows the creator to verify and approves new user details. Also, enables the access to PIMS application.

Steps involved in approving employee details are as follows:

- Click on the Approve Registration (Approve Registrations) tab, as shown in Fig.7:

![Fig.7](image)

- As a result, a screen appears (Fig.7). Click on the Approve (Approve) button.

- The user details shall be added with a message 'Registration Approved successfully', as shown in Fig.8:

![Fig.8](image)

Create New Employee

It allows the admin to create new users. Also, an admin can add details of employees.

To create a new user, perform the following steps:

- Click on the Create New Employee (Create New Employee) button. User Registration page will appear, as shown in Fig.9:
Enter the employee details and click on the **Submit** button (**Fig.9**).

Employee details are saved and display a message ‘**Data Saved Successfully**’.

**Note:**
Data should be entered on the basis of the present/active status (e.g. active designation, login Id etc.) of the user.

- After creating employee detail, creator shall create Post for the respective employee.
- To assign the Post to a employee, login to Employee Master Detail application as shown in **Fig.10**.
• Click on the **Post Assignment** link under **Employee** module, as shown in **Fig.11**: 

![Fig.10](image)

![Fig.11](image)

• Enter the required detail in the field of Post Mapping section, as shown in **Fig.12**: 

![Fig.12](image)
Click on the Search button. As a result, the record will appear in Post List section as shown in Fig.13:

Enter the required data i.e. Post Name, Marking Abbreviation, Organization etc. respective to the user and click on the Save button (Fig.13).

Note:
1) The Primary column states that the respective post is a primary post among multiple posts assigned to an employee.
2) Refer Annexure Creation of New Employee in eOffice:

User Feedback
This section captures employees’ correction requests pertaining to their details. The section allows the creator to authorize and update the employees’ detail.

Steps involved in viewing and updating the employee details are as follows:

• Click on the User Feedback tab, as shown in Fig.14:
Click on the Click to Select ( ) button.

The screen appears including Confirmation status and Remarks corresponding to the Module Description, as shown in Fig.15:

Select on the checkbox corresponding to Module Description and click on the Action Taken ( ) button as shown in (Fig.15)

The user details will be added.
Profile Page
Profile page contains employee’s complete detail as shown in Fig.16:

![Profile Page Image]

Fig.16

Note:
1) Creator can download the user information by clicking on the Download PDF ( ) icon.
2) ( ) icon allows the creator to view the details.
Personal Info

The Personal Info module allows the Creator to add the personal details of an employee e.g. Name, Address, designation, photograph, signature, qualification etc. It has 10 sublinks; the links are shown in Fig.17:

![Fig.17](image)

**Personal Information I**

Personal Information I is divided into two parts are as follows:

I. Personnel Details I
II. Personnel Details II

To perform the actions on Personal Information I, steps are as follows:

- Click on the **Personal Information I**. As a result, the page displays Personnel Details-I and Personnel Details-II, as shown in Fig.18:
Enter or update the data and click on the **Submit** button.

**Note:**
1) The application accepts only 'PDF’ format for uploading the file.
2) The Service book of the employee is generated, once the Personal Information I page is verified by the verifier.
3) Personal Information I record becomes uneditable once the record is submitted.

**Personal Information II**

Personal Information II is divided into two parts are as follows:

III. Personnel Details-III
IV. Personnel Details-IV

To perform the actions on Personal Information II, steps are as follows:

- Click on the Personal Information II section. As a result, the page displays Personnel Details III and Personnel Details IV section, as shown in **Fig.19:**
• Provide the required data and click on the **Submit** button.

**Photograph**

Photograph section allows the creator to upload or update the photograph of employees.

To upload a photograph, perform the following steps:

• Click on the **Photograph** section, as shown in [Fig.20]:

[Fig.20]

• Click on the **Browse** button to upload the photo ([Fig.20]).
• Click on the Submit (Submit) button (Fig.20).

**Note:**
1) The application accepts jpg, gif, jpeg format for uploading the photographs.
2) Edit (Edit) button is used to change the photograph (Fig.20).

**Signature**
The signature section allows the creator to upload signature of employees for their corresponding PIMS account.

For adding a signature, perform the following steps:

• Go to the Personal Info module, click on the Signature section, as shown in Fig.21:

  ![Fig.21](image)

  • Click on the Browse (Browse...) button for uploading the signature.

  • Click on the Submit (Submit) button (Fig.21)

**Note:**
1) ‘Jpg, gif, jpeg’ formats are only accepted for uploading the photograph.
2) Edit (Edit) button is used to change the photograph (Fig.21).

**Qualification**
This section allows the Creator to add or update the qualification detail in employees’ account.

To add the qualification details, perform the following steps:

• Go to the Personal Info module, click on the Qualification section, as shown in Fig.22:
Add the qualification details and click on the Submit (Submit) button (Fig.22).

As a result, Qualification will be saved.

Note:
1) Edit (Edit) button is used to edit the qualification details.
2) View (View) button is used to download/Print the uploaded certificates.
3) (+) Button is used to view the list of employee’s degrees.
4) Record (Record) button is used to view the last verified detail.
5) Information (Information) button provides detail of the Creator, Verifier and the modifying date detail.

Additional Qualification
To add the Additional Qualification details, perform the following steps:

- Go to Personal Info module, click on the Additional Qualification section, as shown in Fig.23:
• Add or update the details and click on the Submit (Submit) button (Fig.23).

**Skill Set**
Details of training attended and courses completed by the employee are added to the Skill Set module.

To add the skill sets, perform the following steps:

• Go to Personal Info, click on the Skill Set section.

• Provide skill details and click on the Submit (Submit) button, as shown in Fig.24:

**Designation**
This section allows the creator to add the designation detail of the employees.

To add designation detail, perform the following steps:

• Go to Personal Info module, click on the Designation section.
• Provide the required designation details and click on the **Submit** button, as shown in **Fig.25**:

![Fig.25]

- To view and update designation click on the **+** Button.

**Note:**

**+** Button is used to view and update the designation.

**Permanent Address**

To add Permanent Address, perform the following steps:

- Go to Personal Info, click on the **Permanent Address** section.

- Provide the required details and click on the **Submit** button, as shown in **Fig.26**:

![Fig.26]
Communication Address
To add Communication Address details, perform the following steps:

- Go to Personal Info, click on the **Communication Address** section.

- Provide the required details and click on the **Submit** button, as shown in Fig.27:
Salary Detail
This section allows the Creator to view/add/update employees salary record.

Salary Detail is divided into four parts as follows:
I. Salary Detail I
II. Salary Detail II
III. Salary Allowance
IV. Order Upload

To add Salary details, perform the following steps:

- Click on the Salary Detail module, as shown in Fig.28:

- Provide the required details in salary I section as shown in Fig.29.
• For **Salary Detail II**, select the check boxes and add the relevant salary details.

• To add details in Salary Allowance section, add the details and click on the **Add** button.

• Choose a Pdf file to upload in **Order Upload** section (**Fig.29**).

• Click on the **Submit** button.
At the time of joining employees submits some documents in the organization e.g. (Character Certificates, Post Confirmation, declaration of hometown) etc. This section allows the Creator to upload/update employee’s certificates.

Certificates
To upload the certificates, perform the following steps:

- Go to the Immutable module, click on the Certificates section, as shown in Fig.30:

  ![Fig.30](image)

- Click on the Browse (Browse...) button to upload the required certificates, as shown in Fig.31:

  ![Fig.31](image)

- Click on the Submit (Submit) button (Fig.31)
Note:
The application accepts only ‘PDF’ format for uploading certificates.
Mutable

This section allows the Creator to add/update employee’s personal record.

The mutable module has two sub links

I. Family/Nominee Member
II. Nomination

Let’s examine their functionality in detail.

Family/Nominee Member

To add family member details, perform the following steps:

- Go to the mutable module, click on the Family/Nominee Member, as shown in Fig.32:

- Click on the Add (Add) button, as shown in Fig.33:

- Add the data and click on the Submit (Submit) button, as shown in Fig.34:
Nomination

The nomination module is divided into four parts as follows:

I. Nomination for Gratuity
II. Nomination for GPF
III. Nomination for CGEGIS
IV. Nomination for Pension

Nomination for Gratuity

To update the details for Nomination for Gratuity, perform the following steps:

- Click on the Add (Add) button corresponding to Nomination for Gratuity, as shown in Fig.35:

- Enter the required details for gratuity and click on the Add Nominee (Add Nominee) button, as shown in Fig.36:
Upload the nomination document, enter the nomination date and click on the Submit button, as shown in Fig.37:

Note:
Similar steps to be followed for Nomination for GPF/CGEGIS/Pension.
Service

Service section provides history detail of employees’ entire service.

Service module has five subsections, as shown in Fig.38:

Let’s examine their functionality in detail.

Previous Qualifying/ History

To add the Previous Qualifying/ History details, perform the following steps:

- Go to the Service module, click on the Previous Qualifying/ History section.

- Provide the required details and click on the Submit button, as shown in Fig.39:
Foreign

Note:
1) User having P&AO (Pay & Account officer) role is only authorized to update the Foreign Service details of the employees.
2) Please refer to ‘Foreign section’ mentioned in role P&AO.

Record of Service Verification
To view the record of service verification details, perform the following steps:

- Go to the Service module, click on the Record of Service Verification section.
- Click on the View link, to view the details, as shown in Fig.40:

![Fig.40](image)

Non Qualifying Period
The period during which employees are not in service or in a contrary stage is called non-qualifying period. E.g. apprentice service, extraordinary leave without medical certificate, suspension as a penalty, unauthorized absence, interruption in service.

To add non-qualifying period, perform the following steps:

- Go to Service module, click on the Non Qualifying Period section, as shown in Fig.41:

![Fig.41](image)

- Provide the required details and click on the Submit button.
Certificate
This section allows the creator to view the certificates issued to an employee for their qualifying services.

- Go to Service module, click on the Certificate section.

- As a result, the certificate detail page will appear, as shown in Fig.42:
Leave Record
Leave Record section allows the creator to maintain and manage employees leave account.

Leave record has seven sub link as shown in Fig.43:

![Fig.43](image)

**EL/HPL Credit**
This section allows the creator to update employees leave record.

To update EL/HPL credit details, perform the following steps:

- Go to **Leave Record** module, click on the **EL/HPL Credit** section.
- Select the Earned Leave or Half Pay Leave, as shown in Fig.44:

![Fig.44](image)

- Enter the details and click on the **Submit** button, as shown in Fig.45:
Note:
1) Similar steps to be followed for Half Pay Leave.
2) EL and HPL are credited after every six months.

**EL/HPL/CL Debit**

This section allows the creator to update employees sanctioned/canceled leave details.

To update EL/HPL/CL Debit details, perform the following steps:

- Go to the **Leave Record** module, click on the **EL/HPL/CL Debit** section.

- To sanction or cancel the leave, enter the required data and click on the **Submit** button, as shown in **Fig.46**:

![Fig.45](image1)

![Fig.46](image2)
Extra Ordinary Leave

- Go to Leave Record module and click on the Extra Ordinary Leave section.

- Extra Ordinary Leave page appears, enter data and click on the Submit button, as shown in Fig.47:

Other Leave

- Go to Leave Record module, click on the Other Leave section.

- Select Leave For and enter the data into other fields, as shown in Fig.48:

- Click on the Submit button.

Child Care Leave

- Go to Leave Record module, click on the Child Care Leave section.

- Enter data and click on the Submit button, as shown in Fig.49:
Maternity Leave

- Go to Leave Record module and click on the Maternity Leave section.

- Maternity Leave details page appears, enter the data and click on the Submit button, as shown in Fig.50:

Paternity Leave

- Go to Leave Record module, click on the Paternity Leave section.

- Enter the data and click on the Submit button, as shown in Fig.51:
LTC

LTC module allows the creator to maintain the Leave Travel Concession details for an employee.

To add LTC details, perform the following steps:

- Go to LTC module, as shown in Fig.52:

- Enter or update the details and click on the Submit (Submit) button, as shown in Fig.53:
HBA/Advances
HBA/Advances detail allows the creator to maintain the record regarding House Building allowances for an employee.

HBA/Advances are categorized into four sections, as shown in Fig.54:

![Fig.54](image)

**HBA Amount Sanctioned**
To enter the details for Amount Sanctioned, perform the following steps:

- Go to HBA/Advances, click on the HBA Amount Sanctioned section.
- Enter/Update details and click on the Submit button, as shown in Fig.55:

![Fig.55](image)

- As a result, a message is displayed “Data Saved Successfully”.
HBA Installment Paid

The scheme of house building advance to employees aims at providing assistance to government employees to construct/acquire house/flats of their own.

- Go to HBA/Advances module, click on the Installment Paid section.

- Enter or update the details and click on the Submit (Submit) button, as shown in Fig.56:

![Fig.56](image)

- As a result, a message is displayed “Data Saved Successfully”.

Note:
The Ministry/Departments sanction HBA to their employees in accordance with HBA Rules.

Interest Bearing Advance

- Go to HBA/Advances, click on the Interest Bearing Advance section.

- Enter or update the details and click on the Submit (Submit) button, as shown in Fig.57:
Interest Bearing Advance Installment

- Go to the **HBA/Advances**, click on **Interest Bearing Advance Installment** section.

- Enter or update the details and click on the **Submit** button, as shown in **Fig.58**:

![Fig.57](image)

![Fig.58](image)
CGEGIS
CGEGIS allows the creator to manage the entire details regarding Central Government Employee Group Insurance Scheme for employees.

To update CGEGIS details, perform the following steps:

- Go to CGEGIS module, as shown in Fig.59:

  ![Fig.59](image)

- Enter the required details and click on the Submit (Submit) button, as shown in Fig.60:

  ![Fig.60](image)
Penalty

Penalty module allows the creator in updating the vigilance status of employees.

To update vigilance status, perform the following steps:

- Go to the **Penalty** module and click on **Vigilance** section, as shown in **Fig.61**:

![Fig.61](image)

- Enter the details and click on the **Submit** button, as shown in **Fig.62**:

![Fig.62](image)
Internal Audit

Internal audit is to be understood as an independent and objective appraisal service within the organization.

To update Internal Audit Details, perform the following steps:

- Go to Internal Audit module, as shown in Fig.63:

![Fig.63](image)

- Enter the details and click on the Submit button, as shown in Fig.64:

![Fig.64](image)
Disciplinary Cases

Disciplinary Cases provides the details with respect to actions (if any) taken against on an employee.

To update Disciplinary details, perform the following steps:

- Go to the **Disciplinary Cases** module as shown in **Fig.65**:

  ![Disciplinary Cases Module](image)

  **Fig.65**

- Input the required details with respect to Nature of Penalty imposed as shown in **Fig.66**:

  ![Disciplinary Details](image)

  **Fig.66**

- Click on the **Submit** button.

**Note:**
1) Nature of penalty changes in according to the selection of **Nature of Penalty** Imposed.
2) ‘From’ Date and ‘To’ date are mandatory fields.
Employee Account
Employee account module allows the creator to update login-Id of an employee through Update Login-Id section.

To update login-Id, perform the following steps:

- Go to Employee Account module and click on the Update login-Id section, as shown in Fig.67:

![Fig.67]

- Enter the login-Id and click on the Update Log-in ID (UPDATE LOGIN-ID) button (Fig.61).
User Feedback

Note:
Refer to User Feedback section discussed above.
DSC Enroll is crucial and important aspects as all reports are digitally signed.

- Go to the **DSC Enroll** module, as shown in **Fig.68**:

![Fig.68](image)

- Click on the **DSC Registration** button, as shown in **Fig.69**:

![Fig.69](image)

- Select the data and click on the **DSC Register** button, as shown in **Fig.70**:
• Enter the PIN and click on the OK button, as shown in Fig.71:

![Fig.71](image)

• As a result, the message pops up and click on the OK button, as shown in Fig.72:

![Fig.72](image)
Service Book

The service book is an automated book used to view physical service book in the form of Online Service Book.

**Note:**
1) Service Book gets generated automatically once the record is verified and submitted by the verifier.
2) Users can view/ download the service book by clicking the respective sub-module mentioned under Service Book module.

To view the service book, perform the following steps:

- Go to the Service Book module and click on Play (Play) button to view the entire service book, as shown in Fig.73:
Fig. 74

Service Book

Name: Mr. Suhdev Singh
Designation: STENOGRAPHER

Fig. 75

Contents

PART-I

Personal Information

PHOTOGRAPH

Name (Mr./Mrs): Mr. Suhdev Singh
Designation: STENOGRAPHER

Photograph (Attested by Head of office before passing)

Aadhaar Number: 1234567890123
Pan: ABC12345678
Father's Name: Krishna Singh
Mother's Name: Laxmi Devi
Date of Birth: 01/01/1980
Date of Superannuation: 31/01/2023
Nationality: Indian
Whether belongs to SC/ST/OBC: Yes
Whether differently-abled: No

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PART-III
CERTIFICATE ATTESTATION
(IMMUTABLE)

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Subject</th>
<th>Certificate Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Medical Examination</td>
<td>The employee was medically examined on 10/09/2014 and found fit. The original medical certificate has been kept in safe custody vide S.No. Medical Certificate &amp; Page No. of Vol.II of Service Book.</td>
</tr>
<tr>
<td>2</td>
<td>Character and Antecedents</td>
<td>Has/have been verified and the verification report has been kept in safe custody vide S.No. Character and Antecedents &amp; Page No. of Vol.II of Service Book.</td>
</tr>
<tr>
<td>3</td>
<td>Allegiance to the</td>
<td>He/She has taken the oath of allegiance/confidentiality to the Constitution vide S.No. Allegiance to the Constitution &amp; Page No. of Vol.II of Service Book.</td>
</tr>
<tr>
<td>4</td>
<td>Oath of Secrecy</td>
<td>He/She has read the Official Secrets Act and Central Civil Services Conduct Rules and has also taken the oath of secrecy vide S.No. Oath of Secrecy Page No. of Vol.II of Service Book.</td>
</tr>
<tr>
<td>5</td>
<td>Confirmation in post</td>
<td>The employee has been confirmed in post of on w.e.f. A copy of the confirmation order has been filed at S.No. Confirmation in Post Page No. of</td>
</tr>
</tbody>
</table>

PART-IV
FAMILY PARTICULARS & NOMINATIONS
(MUTABLE)

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Relationship with employee</th>
<th>Whether covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SUSHIL SINGH</td>
<td>01/01/2000</td>
<td>SELF</td>
<td>✓   ✓</td>
</tr>
<tr>
<td>2</td>
<td>RAMPAL</td>
<td>01/01/2000</td>
<td>FATHER</td>
<td>✓   ✓</td>
</tr>
<tr>
<td>3</td>
<td>VIMALA</td>
<td>01/01/2000</td>
<td>MOTHER</td>
<td>✓   ✓</td>
</tr>
<tr>
<td>4</td>
<td>REKHA</td>
<td>01/01/2000</td>
<td>SISTER</td>
<td>✓   ✓</td>
</tr>
<tr>
<td>5</td>
<td>SONU KUMAR</td>
<td>01/01/2000</td>
<td>BROTHER</td>
<td>✓   ✓</td>
</tr>
<tr>
<td>6</td>
<td>MONU KUMAR</td>
<td>01/01/2000</td>
<td>BROTHER</td>
<td>✓   ✓</td>
</tr>
</tbody>
</table>

APPENDIX

Abstract of services rendered by Shri/Emm. Shubhendra Singh, (designation & Office) STENOGRAPHER & DOTT. DELI during the year.

<table>
<thead>
<tr>
<th>Period of qualifying service for purpose of pension/CI gratuity</th>
<th>Period, if any, not qualifying as service, and reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (Date)</td>
<td>To (Date)</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Signature of Head of Office

I hereby acknowledge the receipt of the abstract of services rendered by me during and accept as correct, not at all for reasons indicated below.

(Signature of the Government Servant)

(Mr. Shubhendra Singh)
(STENOGRAPHER)

*This could be made mandatory every ten years or at regular intervals.
Scanned Document
This feature enables the creator/verifier to upload the scanned physical service book of employees.

To upload the service book, perform the following steps:

- Go to the Scanned Document Account module and click on Service Book section as shown in Fig.80:

  ![Fig.80](image)

  **Fig.80**

  It can be done in two ways:

  **Upload Complete Service Book Document:** This option enables the creator to upload the complete scanned physical service book of the employee in a single document, as shown in **Fig.81:**

  ![Fig.81](image)

  **Note:**
  File link option allows viewing the saved file or uploaded file (Fig.81).

  **Upload Service Book Document Part-wise:** This option enables the creator to upload the scanned physical service book part-wise, shown in **Fig.82:**
Role Verifier

Verifier logs into his account, the screen will appear, as shown in Fig.83:

![Fig.83](image)

**Search Employee**

**Note:**

**Let's learn** how to use the modules of PIMS.

Search Employee is similar to the steps of the Creator Role.

**Approve Registration**

**Note:**
Approve Registration is similar to the steps of the Creator Role.

User Feedback

Note:
User Feedback is similar to the steps of the Creator Role.

Transfer process
When a user gets transferred from the organization, the verifier is required to update the same in the PIMS application.

Transfer process consists of following sub parts.

Initiate Transfer
Steps involved in initiating the transfer of an employee are as follows:

- Click on the **Initiate Transfer** tab, following screen will appear, as shown in **Fig.84**:

![Fig.84](image)

- Search the user with Employee Code/Designation/Name etc.

- Select the user from **Searched Employee List-Transfer Initiation**, click on the **Initiate Transfer** button, as shown in **Fig.85**:
As a result, the transfer will be initiated.

**Relieving Employee**

Steps involved in relieving an employee are as follows:

- **Click on the Relieving Employee ( ) tab, as shown in Fig.86:**

- **Select the checkbox corresponding to the employee, as shown in Fig.87:**
• Select the organization under ‘Transfer To’ field where the employee is transferred (Fig.87)

• Enter the relieved date (Fig.87).

• Click on the Relieve Transfers (Relieve Transfers) button. As a result, the employee will be relieved from the current organization.

**Note:**
1) If the organization where the employee is going to join is not known then, the creator can provide the relieved date relieve the employee. Such transfers will appear in the verifier’s account under Joining (No Organization Specified) tab, as shown in Fig.88.
2) Refer Annexure Employee Transfer Process in eOffice.

![Fig.88](image1)

**Joining Employee**
Steps involved in joining the employee are as follows:

• Click on the Joining Employee(Joining Employee) tab, as shown in Fig.89:

![Fig.89](image2)
• Select the check box corresponding to the employee name, enter the **Joining Date** and click on the **Submit Transfers** button as shown in **Fig.90**:

![Submit Transfers]

**Fig.90**

• As a result, joining of an employee is completed.

**Pending Verifications**

Verifier will get the list of employees detail that are pending for the verification.

• Click on the **Pending Verifications** tab as shown in **Fig.91**:

![Pending Verifications]

**Fig.91**

• Click on the **Verify** button, pending for verification page will open as shown in **Fig.92**:
Verifier account consists of following modules as shown in Fig: 93:
1) All the modules stated above are same as Creator Role, the only difference is that; the verifier digitally signs and submit the details of employees’ using **Sign & Submit** button.

2) Under **Support Document & Remarks** (available on every screen) the uploaded proof needs to be digitally signed (not mandatory), as shown in **Fig. 94**.

---

**Profile Page**

**Note:**
Profile Page is similar to the steps of the Creator Role.

**Personal Info**

**Note:**
Personal Info is similar to the steps of the Creator Role.

**Salary detail**

**Note:**
Salary Detail is similar to the steps of the Creator Role.

**Immutable**

**Note:**
Immutable is similar to the steps of the Creator Role.

**Mutable**

**Note:**
Mutable is similar to the steps of the Creator Role.

**Service**

**Note:**
Service is similar to the steps of the Creator Role.
### Leave Record

**Note:**

*Leave Record* is similar to the steps of the Creator Role.

### LTC

**Note:**

*LTC* is similar to the steps of the Creator Role.

### HBA/Advances

**Note:**

*HBA/Advances* are similar to the steps of the Creator Role.

### CGEGIS

**Note:**

*CGEGIS* is similar to the steps of the Creator Role.

### Penalty

**Note:**

*Penalty* is similar to the steps of the Creator Role.

### Internal Audit

**Note:**

*Internal Audit* is similar to the steps of the Creator Role.

### Disciplinary Cases

**Note:**

*Disciplinary Cases* is similar to the steps of the Creator Role.

### Employee Account

**Note:**

*Employee Account* is similar to the steps of the Creator Role.

### User Feedback

**Note:**

User Feedback is similar to the steps of the Creator Role.
<table>
<thead>
<tr>
<th><strong>DSC Enroll</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong></td>
<td></td>
</tr>
<tr>
<td>DSC Enroll is similar to the steps of the Creator Role.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Service Book</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong></td>
<td></td>
</tr>
<tr>
<td>Service Book is similar to the steps of the Creator Role.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Scanned Document</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong></td>
<td></td>
</tr>
<tr>
<td>Scanned Document is similar to the steps of the Creator Role.</td>
<td></td>
</tr>
</tbody>
</table>
Role Pay & Accounts Officer (P&AO)

P&AO account consists of following modules as shown in fig 95.

![Fig.95]

**Note:**
1) All the modules stated above are same as creator role the only difference is that; P&AO can only view the details submitted by the The Pie-charts and Bar chart contains detail of:
   - Distribution of Employees Based on Gender
   - Distribution of Employees Based on Pay Level
   - Distribution of Employees Based on Age

Role Creator.
2) The employee having PA&O role can only add/update data to ‘Foreign’ and ‘Certificate’ section that comes under ‘Service’ module.

**Service**
Steps for adding the Foreign Service details are as follows:

**Foreign**
In this section Pay & Account officer (PA&O) adds Foreign Service detail of employees, which includes; the duration of Foreign Service, Country name, post held in the respective service etc.

To add the Foreign Services details, perform the following steps:
   - Go to the Service module, click on the Foreign section as shown in Fig.96:
Enter the required details and click on the Submit (Submit) button (Fig.96).

**Note:**
The Amount of Leave and Amount of Pension Contribution fields are not editable by the creator. Only the verifier can add and update the details.

**Certificate**
In this section, the Pay & Account (P&AO) officer uploads the certificates issued to employees for their qualifying services.

- Go to Service module, click on the Certificate section.
- As a result, the certificate detail page will appear. Click on the Choose File button to upload the certificate as shown in Fig.97:
Click on the **Submit** button.

**Note:**
Certificate uploaded will be visible in **Record of Service Verification** comes under service module.
PIMS Support

Users can contact PIMS-Support team or can write to support-pims@nic.in for any technical support or for the incorporation of data into the application.
Annexure

Employee Transfer Process in eOffice

1. Log-in to the application with the login credentials of the CREATOR/LOCAL ADMIN from the current organization post.

2. Go to the Employee Master Details (EMD).

3. De-assign the Post(s) from the current organization post.

4. Deactivate the employee from Employee-> Employee Master Details (EMD) by un-checking the Active checkbox and enter the data from the current organization post.

5. Log-in to the application with VERIFIER login credentials of the current organization post.

6. Go to Personal Information System (PIMS).

7. Click on the “Initiate Transfer” tab.

8. Search the employee using the search screen with any of the available parameters.

9. Click on the ”Select Check Box” with respect to the concerned employee to be transferred.

10. Click on the “Initiate Transfer” button to initiate the transfer process for the concerned employee.

11. Click on the ”Relieving Employee” tab.

12. Select the concerned employee and enter the Global Organization/ Department / Ministry in which the employee shall transferred (non-mandatory field) with the relieving date (mandatory field).

13. Click on the “Relieve Transfers” button to transfer the employee from one Global Organization/Department / Ministry to the other.

14. Login into the application with the login credentials of the VERIFIER of the new organization Post.

Note:
VERIFIER may be same or different depending on the privileges provided to the VERIFIER.

15. Click on the ”Joining Employee” tab.

16. Search and select the concerned employee from Joining with Organization or Joining (No Organization Specified).

17. Enter the Joining Date and click on the “Submit Transfer” button.

18. Log in to the application with CREATOR/LOCAL ADMIN credentials of the new organization Post.

19. Assign the post through EMD and provide the appropriate access role for eOffice applications through Application Management System.
Creation of New Employee in eOffice:
Steps for New Employee Creation in eOffice:

1. Log-in to the application with CREATOR login credentials.

2. Go to the **Personnel Information Management System (PIMS)**.

3. Click on the **Create New Employee** tab.

4. Enter the employee details corresponding to each field and click on the **Submit** button.

**Note:**
All fields are marked with ‘*’ are mandatory, without which the employee data will not be saved.

5. Search the employee in ‘Search Employee’ tab available at the homepage using the search parameters such as Employee Code, Employee Name, and Designation etc.

6. Click on the ‘Click to Select’ button to view/update the service book of the concerned employee.

7. Click on the sub-module ‘**Communication Address**’ under the **Personal Info** module.

8. Enter communication details corresponding to each field and click on the **Submit** button.

9. Log-in to the application with **Local Admin** login credentials.

10. Go to the **Employee Master Details (EMD)**.

11. Click on the ‘**Employee**’ module.

12. Search the employee using the search parameters.

13. Click on the ‘**Action**’ button to view the basic details of the concerned employee.

14. Click on the ‘**Email Id**’ field under **Contact Details** to update the login Id of the employee.

15. Also, update the **Work Status** and **Pay Details** of the user in order to allow the user to use other applications of eOffice.

**Note:**
All fields entered in PIMS will be auto-filled through the synchronized PIMS except Pay Details and Login ID.

16. Click on the **Submit** button.

17. Click on the ‘**Post Assignment**’ link under **Employee** module.

18. Search the employee using the search parameters.

19. Enter the required data i.e. Post Name, Marking Abbreviation, Organization etc. respective to the user and click on the **Save** button.

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20. Provide the appropriate access role to the concerned employee so that employee can have the access to eOffice applications.