Amendment History

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<td>2.1.1</td>
<td>Admin Manual</td>
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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.

The creator is a user, authorized to add employees’ record of the organization 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 the account for Auditor. An auditor is a user with definite rights that can review and give remarks on the service book of the employees.

The 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.
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 (Edit)**: 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.
### Roles & Responsibilities

<table>
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<th>Pay &amp; Accounts Officer</th>
<th>User</th>
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<td><strong>Roles and Responsibilities</strong>&lt;br&gt;- Creates new users in the PIMS application.&lt;br&gt;- Performs data entry operation.</td>
<td><strong>Roles and Responsibilities</strong>&lt;br&gt;- Updates the user data.&lt;br&gt;- Verifies the creator’s entered details.&lt;br&gt;- Authorizes and upload the office orders of the employee.&lt;br&gt;- Transfer of Employee / eService Book.</td>
<td><strong>Roles and Responsibilities</strong>&lt;br&gt;- Generates and verifies the service certificate of the employees.&lt;br&gt;- Maintains the employees Foreign Service record.</td>
<td><strong>Roles and Responsibilities</strong>&lt;br&gt;- Views creator’s entered data.&lt;br&gt;- Provides the feedback to the creator for any incorrect data.</td>
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Login

- The user can access PIMS through https://pims.eoffice.gov.in/
- Enter the Username and Password, as shown in Fig.1:

![Fig.1](image)

- Click on the Login button to submit the details.
- The user is successfully logged in to the application, and the Dashboard screen appears by default, as shown in Fig.2:

![Fig.2](image)

The Dashboard screen contains detail of:
• Total Employee Serving
• No. of Service Book Users
• 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
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.3:

![Fig.3: PIMS Modules](image)

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:

- To edit or update employee’s record, the creator should search an employee first, as shown in Fig.4:
Enter the Employee Name, Code, Designation etc. in search screen and click on the Search ( ) button (Fig.4).

Note:
An employee can also be searched on the basis of Organization, Service, Employee Code, Employee Name, Select Designation, Employee Type and Select User Type field (Fig.4).

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 ( ) tab as shown in Fig.5:

As a result, a screen appears (Fig.5). Click on the Approve ( ) button.
The user details shall be added with a message 'Registration Approved successfully', as shown in Fig.6:

![Fig.6](image)

**Create New Employee**

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

To create a new user, perform the following steps:

- Click on the Create New Employee tab, as shown in Fig.7:

![Fig.7](image)

- Enter the employee details and click on the Submit button (Fig.7).
- Employee details are saved and displays 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.

**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.8:

![Fig.8](image)

- Click on the **Click to Select** button corresponding to the employee detail (Fig.8).

- The screen appears, including **Confirmation status** and **Remarks** corresponding to the respective **Module Description**, as shown in Fig.9:
Select the checkbox corresponding to **Module Description**, click on the **Action Taken** button (Fig.9).

- The user details will be added.
Profile Page

Profile page contains employee’s complete detail, as shown in Fig.10:

Fig.10

Note:

1) Creator can download the user information by clicking on the Download PDF (愚) icon.
2) (愚) 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.11:

![Fig.11]

**Personal Information I**

Personal Information I is divided into two parts as follows:

- Personnel Details I
- 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 section, as shown in Fig.12:

![Fig.12]
• Enter or update the data and click on the Submit button (Fig.12).

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 as follows:

- Personnel Details-III
- Personnel Details-IV

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

- Click on the **Personal Information II**. As a result, the page displays Personnel Details III and Personnel Details IV section, as shown in Fig.13:

  ![Fig.13](image)

  - Provide the required data and click on the Submit button.
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.14**:

  ![Fig.14](image)

- Click on the **Browse** button to upload the photo (**Fig.14**).

- Click on the **Submit** button (**Fig.14**).

**Note:**
1. The application accepts Jpg, gif, jpeg’ format for uploading the photographs.
2. **Edit** button is used to change the photograph (**Fig.14**).

**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.15**.
Click on the **Browse** (Browse...) button for uploading the signature.

Click on the **Submit** (Submit) button (Fig.15).

**Note:**
1) 'Jpg, gif, jpeg' formats are only accepted for uploading the photograph.
2) **Edit** (Edit) button is used to change the photograph (Fig.15).

**Qualification**
This section allows the Creator to add or update the qualification detail in employee’s 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.16**: 
Add the qualification details and click on the Submit (Submit) button (Fig.16).

As a result, qualification detail 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 the Personal Info module, click on the Additional Qualification section, as shown in Fig.17:
Add or update the details and click on the Submit button (Fig.17).

**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 the Personal Info module, click on the Skill Set section.
- Provide the skill details and click on the Submit button, as shown in Fig.18:
Designation
This section allows the creator to add the designation detail of the employees.

To add the designation detail, perform the following steps:

- Go to the Personal Info module, click on the Designation section.
- Provide the required designation details and click on the Submit button, as shown in Fig.19:

![Designation Image]

**Fig.19**

**Note:**

( button is used to view and update the designation.

Permanent Address
To add the permanent address, perform the following steps:

- Go to the Personal Info, click on the Permanent Address section.
- Provide the required details and click on the Submit button, as shown in Fig.20:
Communication Address
To add the communication address details, perform the following steps:

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

- Provide the required details and click on the Submit button, as shown in Fig.21:
Salary Detail

This section allows the Creator to view/add/update employee's 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 the salary details, perform the following steps:

- Click on the Salary Detail module as shown in Fig.22:

- Provide the required details in salary I section as shown in Fig.23:
For **Salary Detail II**, select the check boxes and add the relevant salary details (Fig.23).

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

Choose office order in Pdf format to upload in **Order Upload** section (Fig.23).

Click on the **Submit** button.
Immutable

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.24:

- Click on the Browse (Browse...) button to upload the required certificates, as shown in Fig.25:
Click on the **Submit** button (Fig.25)

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.26:
  
  ![Fig.26]

- Click on the Add ( ) button, as shown in Fig.27:
Add the data and click on the Submit (Submit) button, as shown in Fig.28:

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, as shown in Fig.29:
Enter required details for gratuity and click on the Add Nominee button, as shown in Fig.30:

Upload nomination documents, enter the nomination date and click on the Submit button as shown in Fig.31:
Note:
Similar steps to be followed for Nomination for GPF/CGEGIS/Pension.
Service

Service section provides the detail of employees’ entire service history.

Service module has five subsections, as shown in Fig.32:

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.33:
**Foreign**

**Note:**

1) The 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 as shown in Fig.34:
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 the Service module, click on the Non Qualifying Period as shown in Fig.35:

![Fig.35](image)

- Provide the required details and click on the Submit (SUBMIT) button.

Certificate
This section allows the creator to view the certificates issued to an employee for their qualifying services.

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

- As a result, the certificate detail page will appear as shown in Fig.36:
Fig. 36
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.37:

![Fig.37](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 the Leave Record module, click on EL/HPL Credit section.
- Select the Earned Leave and Half Pay Leave, as shown in Fig.38:
Enter the details and click on the Submit (SUBMIT) button, as shown in Fig.39:

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.40:

![Fig.40](image)

**Extra Ordinary Leave**

• Go to the Leave Record module, click on the Extra Ordinary Leave section as shown in Fig.41:

![Fig.41](image)

• Enter the data and click on the Submit button (Fig.41).

**Other Leave**

• Go to the Leave Record module, click on the Other Leave section.
• Select **Leave For** field, enter data into other fields as shown in **Fig.42**:

![Fig.42](image1)

• Click on the **Submit** button (**SUBMIT**) (Fig.42).

**Child Care Leave**

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

• Enter data and click on the **Submit** button (**SUBMIT**) as shown in **Fig.43**:

![Fig.43](image2)

**Maternity Leave**

• Go to the **Leave Record** module, click on the **Maternity Leave** section.

• Maternity Leave page appears, enter the data and click on the **Submit** button (**SUBMIT**) as shown in **Fig.44**:

![Fig.44](image3)
Paternity Leave

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

- Enter the data and click on the Submit button, as shown in Fig.45:
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.46:

- Enter or update the details and click on the Submit (Submit) button, as shown in Fig.47:
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.48:

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 (Submit) button, as shown in Fig.49:
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** button, as shown in **Fig.50**:

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** module, click on the **Interest Bearing Advance** section.

- Enter or update details and click on the **Submit** button, as shown in **Fig.51**:

![Fig.51]

Interest Bearing Advance Installment

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

- Enter or update the details and click on the **Submit** button, as shown in **Fig.52**:

![Fig.52]
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 the CGEGIS module, as shown in Fig.53:

  ![Fig.53]

- Enter the required details and click on the Submit button, as shown in Fig.54:

  ![Fig.54]
Penalty
Penalty module allows the creator to update the vigilance status of employees.

To update vigilance status, perform the following steps:

- Go to the **Penalty** module and click on the **Vigilance** section, as shown in Fig.55:

![Fig.55](image)

- Enter the details and click on the **Submit** button, as shown in Fig.56:

![Fig.56](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 the **Internal Audit Details**, as shown in **Fig.57**:

![Fig.57](image)

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

![Fig.58](image)
Disciplinary Cases

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

To update Disciplinary details, perform the following steps:

- Go to the Disciplinary Cases module, as shown in Fig.59:

![Fig.59]

- Input the required details with respect to Nature of Penalty imposed.

- Click on the Submit ( ) button, as shown in Fig.60:

![Fig.60]

Note:

1) Nature of penalty changes in accordance to the selection of Nature of Penalty Imposed.

2) ‘From’ Date and ‘To’ date are mandatory fields.
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.61:

![Fig.61](image)

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

Note:

Refer to User Feedback section discussed above.
DSC Enroll

DSC Enroll is a crucial and important aspect, as all the reports are digitally signed.

- Go to the DSC Enroll module, as shown in Fig.62:

![Fig.62](image)

- Click on the DSC Registration button, as shown in Fig.63:

![Fig.63](image)

- Select the data and click on the Register button, as shown in Fig.64:
Enter the PIN and click on the **OK** button, as shown in Fig.65:

As a result, the message pop up appears; click on the **OK** button, as shown in Fig.66:
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 ( ) button to view the entire service book, as shown in Fig. 67:
# SERVICE BOOK OF

**Name:** Mr. Suhdev Singh  
**Designation:** STENOGRAPHER

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## PART-I: PERSONAL INFORMATION

**Name:** Mr. Suhdev Singh  
**Designation:** STENOGRAPHER

**PHOTOGRAPH**

(Affixed by Head of office before pasting)

1. Aadhaar Number: MjkxNjY5NTI3Mzcx
2. PAN:  
3. Father’s Name: RAMAN
4. MOTHER’S NAME: YMLA
5. Date of Birth (dd/mm/yyyy): 02/03/1982
6. Date of Superannuation (dd/mm/yyyy): 31/03/2022
7. Nationality: INDIAN
8. Whether belongs to SC/ST/OBC: **✓**
   - If yes, SCHEDULED CASTE
9. Whether differently-abled: **✗**
   - If yes, type of disability

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Fig.68

---

Fig.69
Fig. 70

Fig. 71
### PART-III

**CERTIFICATE ATTESTATION**

**IMMUTABLE**

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>SUBJECT</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Medical Examination</td>
<td>The employee was medically examined on 10/03/2014 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>His/her character and antecedents have been verified and the verification report has been kept in safe custody vide S.No. and Character and Antecedents &amp; Page No. of Vol.II of Service Book.</td>
</tr>
<tr>
<td>3.</td>
<td>Allegiance to the Constitution</td>
<td>He/She has taken the oath of allegiance to the Constitution vide S.No. 6 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. 30 Oath of Secrecy Page No. of Vol.II of Service Book.</td>
</tr>
<tr>
<td>5.</td>
<td>Confirmation in post after successful completion of probation</td>
<td>The employee has been confirmed in the post of n/a w.e.f. n/a. A copy of the confirmation order has been filed at S.No. Confirmation in Post Page No. of</td>
</tr>
</tbody>
</table>

---

### APPENDIX

Abstract of service rendered by Shri/Gmt./Com. Sukdev Singh, designation & office (STENOGRAPHER & DEPT. DEPOT) during the year

<table>
<thead>
<tr>
<th>Period of qualifying service for purpose of Pension/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 service rendered by me during and accept as correct, but not accepted for reasons indicated below.

Signature of the Government Servant

[Signature]

[Designation]

[STENOGRAPHER]

*This could be made mandatory every ten years or at regular intervals.*

---

### PART-IV

**FAMILY PARTICULARS & NOMINATIONS**

**MUTABLE**

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>SUBJECT</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Family Particulars</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>GPF / PRAN Account No.</td>
<td>PRAN Account No.: 110004555541</td>
</tr>
<tr>
<td>3.</td>
<td>Original Nominees/alternate nominees for GPF/PRAN</td>
<td></td>
</tr>
</tbody>
</table>

---

Fig. 72

Fig. 73
Scanned Document
This feature enables the creator/verifier to upload the scanned physical service book of the employees.

To upload the service book, perform the following steps:

- Go to **Scanned Document Account** module and click on **Service Book** section, as shown in Fig.74:

![Fig.74](image)

It can be done in 2 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.75:

![Fig.75](image)

**Note:**
File link option allows to view the saved file or uploaded file (Fig.75).

**Upload Service Book Document Part-wise**: This option enables the creator to upload the scanned physical service book part-wise, shown in Fig.76:
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description</th>
<th>File Document</th>
<th>File Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SCANNED SERVICE BOOK PART 1</td>
<td>Choose file</td>
<td>file chosen</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>SCANNED SERVICE BOOK PART 2</td>
<td>Choose file</td>
<td>file chosen</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>SCANNED SERVICE BOOK PART 3</td>
<td>Choose file</td>
<td>file chosen</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>SCANNED SERVICE BOOK PART 4</td>
<td>Choose file</td>
<td>file chosen</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>SCANNED SERVICE BOOK PART 5</td>
<td>Choose file</td>
<td>file chosen</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>SCANNED SERVICE BOOK PART 6</td>
<td>Choose file</td>
<td>file chosen</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>SCANNED SERVICE BOOK PART 7</td>
<td>Choose file</td>
<td>file chosen</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>SCANNED SERVICE BOOK PART 8</td>
<td>Choose file</td>
<td>file chosen</td>
<td></td>
</tr>
</tbody>
</table>

Fig. 76
Role Verifier
Verifier logins to his account, the screen will appear, as shown in Fig.77:

![Fig.77](image)

**Search Employee**

Note:

**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 subparts.
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.78**:  

![Initiate Transfer Tab](image1)

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

- Select the employee from **Searched Employee List-Transfer Initiation**, click on the **Initiate Transfer** button, as shown in **Fig.79**:  

![Searched Employee List](image2)
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.80:

![Fig.80](image)

- Select the checkbox corresponding to the employee, as shown in Fig.81:

![Fig.81](image)

- Select the organization name under 'Transfer To' field where the employee is transferred (Fig.81)

- Enter the relieved date (Fig.81).
• Click on the **Relieve Transfers** button. As a result, the employee will be relieved from the current organization.

**NOTE:**
If the organization where the employee is going to join is not known then, the creator can provide the relieved date to relieve the employee. Such transfers will appear in the verifer’s account under **Joining (No Organization Specified)** tab, as shown in Fig.82

![Fig.82](image-url)

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

• Click on the **Joining Employee** tab, as shown in Fig.83:

![Fig.83](image-url)
• Select the check box corresponding to the employee name, enter the **Joining Date** and click on the **Submit Transfers** button, as shown in **Fig.84**:

![Fig.84]

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

**Pending Verifications**

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

• Click on the **Pending Verifications** tab, as shown in **Fig.85**:

![Fig.85]

• Click on the **Verify** button, pending for verification page will open, as shown in **Fig.86**:
Verifier account consists of following modules, **as shown in Fig: 87:**

![Fig.86](image1)

![Fig.87](image2)
Note:

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.88.

**Fig.88**

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:**

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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:
<table>
<thead>
<tr>
<th>LTC</th>
<th>is similar to the steps of the Creator Role.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBA/Advances</td>
<td>Note: HBA/Advances are similar to the steps of the Creator Role.</td>
</tr>
<tr>
<td>CGEGIS</td>
<td>Note: CGEGIS is similar to the steps of the Creator Role.</td>
</tr>
<tr>
<td>Penalty</td>
<td>Note: The Penalty module is similar to the steps of the Creator Role.</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>Note: Internal Audit is similar to the steps of the Creator Role.</td>
</tr>
<tr>
<td>Disciplinary Cases</td>
<td>Note:</td>
</tr>
</tbody>
</table>
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.

DSC Enroll
Note:
DSC Enroll is similar to the steps of the Creator Role.

**Service Book**

Note:

*Service Book* is similar to the steps of the Creator Role.

**Scanned Document**

Note:

*Scanned Document* is similar to the steps of the Creator Role.
Role Pay & Accounts Officer (P&AO)

P&AO account consists of following modules, as shown in fig.89:

![Fig.89](image)

**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
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.90:

![Fig.90](image)

- Enter the required details and click on the **Submit** (*SUBMIT*) button (Fig.90).

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 the **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.91:
• Click on the **Submit** button.

**Note:**

Uploaded certificates will be visible in **Record of Service Verification** under **Service** module.
PIMS Support
The user can contact PIMS-Support team or can write to support-pims@nic.in for the incorporation of data into the application. Prior to the amendments, changes received from the user will be first sent to DOPT for necessary approval.