### Amendment History

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<th>Application Version</th>
<th>Description</th>
<th>Author</th>
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<td>2.1.1</td>
<td>User Manual</td>
<td>eOffice Project Division</td>
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<td>March’ 2018</td>
<td>2.3.1</td>
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Introduction

Personnel Information Management System (PIMS) / eService Book is an electronic format of Physical Service Book that contains details of every aspect of an employee record including Employee Identity, Educational Qualifications, Skill Set, Contact Details, Posting & Location, CGEGIS, Nomination, LTC, Loans, Salary Details, HBA, Record Verification Details, etc as per the provision of Physical Service Book. It is a Role based web application that allows user (Personnel / Admin section) to create/update and maintain employee's personal data and employment records according to the access and role privileges assigned to them. It is one of the primary products of eOffice division.

PIMS is also available on a self-service access where users can view, check and update their own information by notifying the irrelevant information to the admin of the respective department.
Objective

The objective is to store collective information of an individual based on certain categories such as name, designation, retirement, period of service, places of working, qualification, family details etc. on a single platform.

PIMS application facilitates the user to view their personal information maintained in an organization, for which they are working as an employee. The application provides a platform to all the employees for viewing the information available in their respective personnel information account. PIMS Application is developed for the individual’s benefit as it helps in increasing the awareness amongst employees regarding their Service Record.

On the other hand, it provides a means to the administration of a department to maintain, create, and update the data of all the employees.
Key Features

- **Viewable Mode**: Only Viewable mode for the user, editing is restricted for a user.
- **Editing Rights**: Editable rights are only to Admin however user can raise a request for change.
- **Correct**: In case the respective details are right, **correct** button confirms the details.
- **In Correct**: In case the respective details are not right, **Incorrect** button notifies that the details are inaccurate. Submit remarks against the displaying details.
- **Download**: User can download the pdf.
- **Last Verified Record or Record**: Provides to view the last verified record details.
- **Data Information or Information**: Provides the details of Creator and Verifier.
- **More**: Provides complete view of existing entered data.
- **View Service Book Parts**: Provides view of uploaded physical service book and also allows in saving in local system.
Login

- User can access PIMS through [https://pims.eoffice.gov.in/](https://pims.eoffice.gov.in/)
- Enter the Username and Password into the PIMS and click on the **Login** button, as shown in Fig.1:

![Fig.1](image)

If user is having **PIMS with eOffice** then for login in to PIMS perform the following steps:

- Enter eOffice URL.
- Enter login credentials, the user is successfully logged in to the eOffice Portal and the following screen appears as shown in **Fig.2**:
Note:
PIMS with eOffice can also be accessed from the URL: https://pims.eoffice.gov.in/ with the same login credentials.

- As a result, user’s basic details appears on successful log in to the application as shown in Fig.3:
Profile Page

It consists of collective details of an employee from various modules in a brief format. It enables the user to view the details in just one view.

Steps to viewing an employee details are as follows:

- Click on Plus (➕) button to view the corresponding detail as shown in Fig.4:

![Fig.4](image)

Note:

Download PDF (🔗) button (Fig.4) allows the User to view their collective details from all the modules in just one view; also it enables the user to take out the print as and when required.
Personal Info

Personal Info consists of information about an Employee Personal Details.

**Personal Information I**

Personal information is divided into 2 parts as follows:

1. Personnel Details I
2. Personnel Details II

- View of Personal Information I comprising of *Personnel Detail I & II* is shown in Fig.5:

![Fig.5](image)

**Personal Information II**

Personal Information II is divided into 2 parts as follows:

1. Personnel details-III
2. Personnel details-IV

- View of *Personal Information II* comprising *Personnel Details III & IV* is shown in Fig.6:
Note
Only ‘PDF’ format is accepted to upload the file.

- Click on the **User Confirmation** button as a result, a screen appears is shown in Fig.7:

![User Confirmation](image)

Fig.7

- Select **Correct/Incorrect** Radio button and enter the respective remarks.

**Note:**
**User Confirmation** button allows the user to confirm the entered details; additionally it allows to notify the admin if the entered details of the respective employee is incorrect.
Photograph

- View of **Photo** is shown in **Fig.8**:

![Fig.8]

Signature

Signature allows user to view and confirm the uploaded signature of the employees corresponding to their PIMS account profile.

- View of **Signature** is shown in **Fig.9**:

![Fig.9]
Qualification
It allows the user to view the qualification details in respective employee's account.

- View of Qualification is shown in Fig.10:

![Fig.10](image1)

**Note:**
1) **Information** button provides detail of Creator and Verifier name; also it provides the modifying date.
2) To view the last verified detail of a respective section, **Record** button is used.

Additional Qualification
- View of Additional Qualification is shown in Fig.11:

![Fig.11](image2)
Skill
- View of **skill Set** is shown in **Fig.12**:

![Fig.12](image1.png)

Designation
- View of **Designation** is shown in **Fig.13**:

![Fig.13](image2.png)

Permanent Address
- View of **Permanent Address** is shown in **Fig.14**:

![Fig.14](image3.png)
Communication Address

- View of **Communication Address** is shown in **Fig.15**:

Note:
User can also update his/her communication details.

To add Communication Address details, perform the following steps:

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

- Provide the required details and click on the **Submit** button, as shown in **Fig.16**:
Salary Detail
It helps employees to view detailed salary record. Salary Detail is divided into 4 parts as follows:

1. Salary Detail I
2. Salary Detail II
3. Salary Allowance
4. Order Upload

- View details of **Salary Detail**, shown in **Fig.17**:
Immutable

Immutable gives the view of various certificates uploaded by creator. It is having ‘Certificates’ as sub section.

Certificates

- View of Certificates is shown in Fig.18:
Mutable

It allows user only to view their **Family Members** and **Nomination Details**.

**Family/Nominee Member**

- View of **Family/Nominee Members** details is shown in **Fig.19**:

![Fig.19](image)

**Nomination**

Nomination Details is divided into 4 parts as follows:

1. Nomination for Gratuity
2. Nomination for GPF
3. Nomination for CGEGIS
4. Nomination for Pension

- View of **Nomination** details is shown in **Fig.20**:

![Fig.20](image)
Service

Service provides details regarding employee's entire service history. Service module has 4 sub sections as described below:

Previous Qualifying/History

- View of Previous Qualifying/History details is shown in Fig.21:

![Fig.21](image)

Foreign

- View of Foreign Service details is shown in Fig.22:

![Fig.22](image)

Record of Service verification

- It gives the view of certificates uploaded by Pay & Accounts Officer as shown in Fig.23:

![Fig.23](image)
Non Qualifying Service
Non-Qualifying Service helps a user to view when they were not in service in a contrary stage. E.g. Apprentice service, extraordinary leave without medical certificate, suspension as penalty, unauthorized absence, interruption in service.

- View of Non qualifying period is shown in Fig.24:
Leave Record

Leave Record helps the user to view their Updated, Sanctioned or Cancelled Leaves. Leave Record allows the user to view leaves maintained for the respective employees.

Leave Record module has 7 sub sections as described below:

1. EL/HPL Credit
2. EL/HPL/CL Debit
3. Extra Ordinary Leave
4. Other Leave
5. Child Care leave
6. Maternity Leave
7. Paternity Leave

EL/HPL Credit

In EL/HPL Credit module user can view the number of leaves credit in his account.

- View of EL/HPL Credit is shown in Fig.25:

![Fig.25](image)

- User can select the particular leave type by selecting the radio button (Fig.25)
- View of EL as shown in Fig.26:
View of HPL is shown in Fig.27:

**EL/HPL/CL Debit**

EL/HPL/CL Debit allows the user to view the **Sanctioned** or **cancelled** leaves details.

View of EL/HPL/CL Debit is shown in Fig.28:
Extra ordinary leave

- View of Extra ordinary leave is shown in Fig.29:

Other Leave

- View of Other Leave is shown in Fig.30:
Paternity Leave

- View of **Paternity Leave** is shown in **Fig.31**:
LTC Details

LTC Details helps the user to view details of availed LTC.

- LTC Details-View of LTC Availed is shown in Fig.32:
HBA/ADVANCES

HBA/ADVANCES Details helps the user to view the summary of HBA and Advances. It is categorized into four sections.

1. HBA Amount Sanctioned
2. HBA Installment Paid
3. Interest bearing Advance
4. Interest Bearing Advance Installments

HBA Amount Sanctioned

- View of **HBA Amount Sanctioned** is shown in Fig.33:

![Fig.33](image)

HBA Installment paid

- View of **HBA Installment paid** is shown in Fig.34:

![Fig.34](image)
**Interest Bearing advance**

- View of **Interest Bearing advance** is shown in **Fig.35**:

![Fig.35](image)

**Interest Bearing Advance Installment**

- View of **Interest Bearing Advance Installment** is shown in **Fig.36**:

![Fig.36](image)
CGEGIS

CGEGIS Details helps the user to view summary of CGEGIS.

- View of **CGEGIS Details** is shown in Fig.37:
Penalty

Penalty Details helps the User to view the summary of Penalty by Vigilance Team.

- View of Penalty is shown in Fig.38:
Internal Audit

Internal Audit helps the user to view the **summary of audit details**.

- view of **Internal Audit** is shown in **Fig. 39**:
Disciplinary Cases

Disciplinary Cases Details helps the user to view the disciplinary actions taken against the employee.

- View of **Disciplinary Cases** is shown in **Fig.40**: 

![Disciplinary Cases List](image.png)

**Fig.40**
Service Book

Service Book is a view of physical service book in the form of **Online Service Book**.

**Note:**
User 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 *Service Book* and click on *View complete* link to view the entire service book as shown in **Fig.41:**

  ![Fig.41](image)

- As a result, Electronic service book will appear.

- Click on *Play* button as shown in **Fig.42:**

  ![Fig.42](image)
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### PART-1

**PERSONAL INFORMATION**

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<tr>
<th>Name (Mr./Mrs.)</th>
<th>Mr. Soumyadip Pandit</th>
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<tr>
<td>Designation</td>
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**PHOTOGRAPH (Attested by Head of office before pasting)**

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<td>3. Father &amp;</td>
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<td>Mother's Name</td>
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### Qualifications:

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**Training / Skill Set**

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**Subsequently acquired qualification(s) including Professional & Technical qualifications, including Training and Skill tests:**

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**Marital Status**

If married, Name of Spouse

| MARRIED | SMT. JOLLY PANIT |

**Permanent Address**

2/2, Sundermahal Banerjee Lane, SASONA, MCORA, WEST BENGAL, INDIA, Pincode: 711108

**Communication Address**

E-28, Ground Floor, Mahaveer Enclave, Bangladesh Colony, NEW DELHI, NEW DELHI, DELHI, INDIA, Pincode: 110045

Mobile No.: 9899795575

Alternative Email: jsjpmadding@gmail.com

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### Note:

1. User can view the verified service book by clicking on View Verified link.
2. User can download the pdf of service book by clicking on Service Book Pdf link.
3. User can download the verified pdf of service book by clicking on Verified Service Book Pdf link.

---

**APPENDIX**

Abstract of service rendered by Shri/Smt. Kum. Mr. Soumyadip Pandit, (designation & Office) ASSISTANT & DoPT NEW DELHI during the year.

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<th>Period of qualifying service for purpose of Pension/CR gratuity</th>
<th>Period, if any, not qualifying as service, and reasons</th>
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(Signature of Head of Office)

I hereby acknowledge the receipt of the abstract of service rendered by me during and accept as correct/ do not accept it for reasons indicated below.

(Signature of the Government Servant)  
(Mr. Soumyadip Pandit)  
(ASSISTANT)

*This could be made mandatory every ten years or at regular intervals.*
eOffice Project Division
National Informatics Centre

Ministry of Electronics and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India