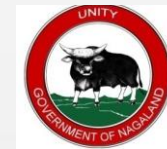# Presentation

on

Personnel Information

Management System

PIMS
Personal Information Management System

Department of Personnel & Administrative Reforms
Government of Nagaland

Web Address: www.pimsnagaland.in/

Personnel Information Management System (PIMS)

- In keeping with the policy of State Government of Nagaland to leverage the potential of IT for the benefits of its employee resource, Department of Personnel & Administrative Reforms (P&AR), has undertaken the initiative of implementing a comprehensive web-enabled Personal Information Management System (PIMS) to address the administrative requirement for managing its employees right from the date of their joining into service till they retire.

- It is a centralized web-enabled application on Microsoft platform with data, at a centralized repository, that will enable efficient data input and transparency, allowing better management of human resources and administration. Utilization of central database brings data authenticity, real time information flow and removes data multiplicity / duplication and ultimately improves quality of employee related information administration.

Interface

- The main activities of the presently developed modules are - managing unique employee ID, employees' personal details (like name, Fathers Name, DOB, DOJ, qualification, training etc), employees' service record (starting from his/her appointment time till existence in the Department). In the service record various types of details are maintained (like transfer, promotion, nature of post such as probation, deputation, and permanent or temporary), educational qualifications, training record (which he/she attended officially, employee family record, managing office under particular district, employee pay scales, ROP & its affective date, managing designations grade, managing overall official posting detail of employee (from joining posting to current posting), managing pay scale, post and cadre detail of employee. Generating various decision making reports.

Objective :

Creation of a system to have seamless and secure access to authentic information of employees for better governance through effective management of its Employees.

➢ To create and maintain a database of all Government employees

➢ To get a consistent and unified picture of the employee data

➢ To maintain Service Registers of all employees in electronic form

➢ Employee Service History Record maintenance

➢ To improve the productivity and efficiency of Government

Benefits to the Employee:

- Taking P&AR nearer to Departments & Employee;

- Employee personal details are in electronic form

- Employee transfer & posting details in electronic form.

- Employee service history record in electronic form

- Transparency in employee related administration;

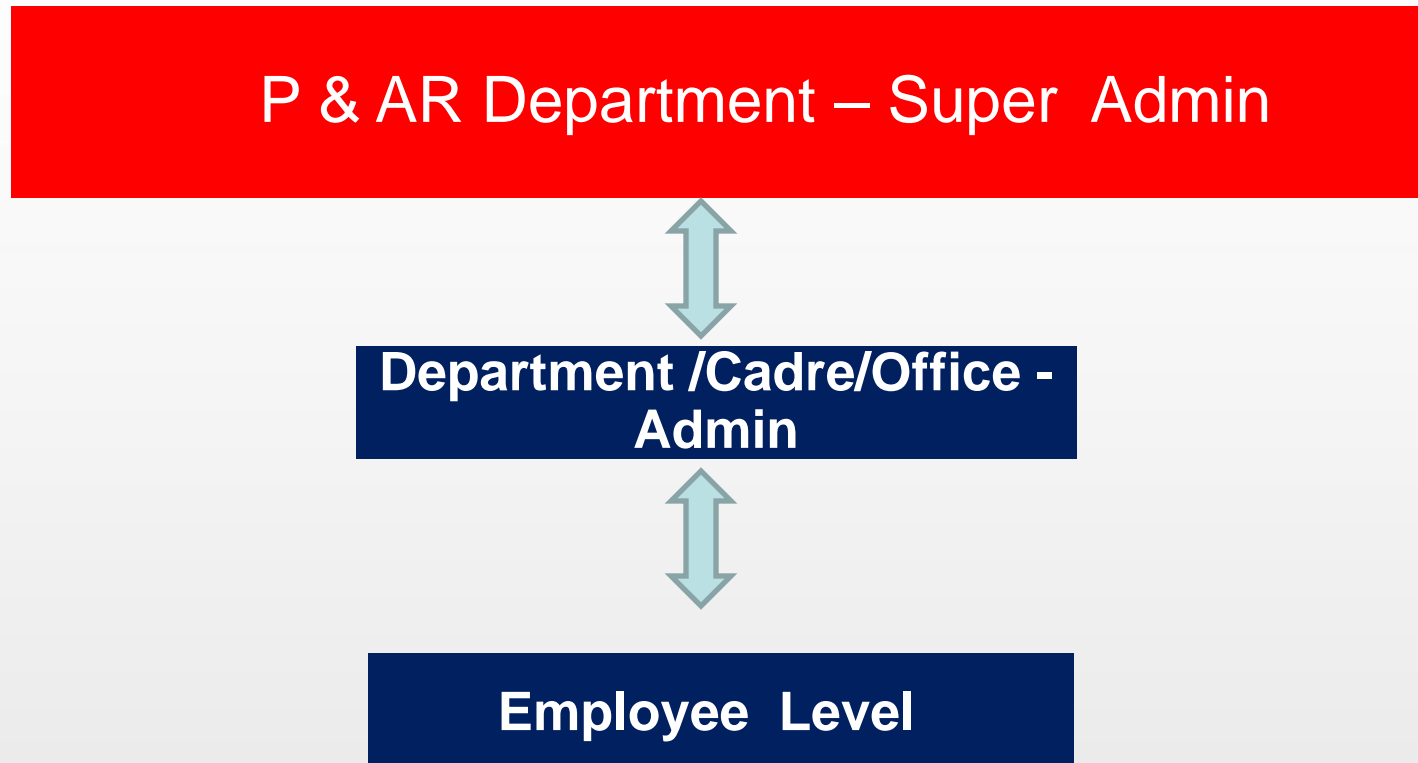- Speedier responsiveness to employee-related issues;

Benefits to Government:

- Leveraging the potential of IT
- A centralize database of all State Government employees
- Getting a consistent and unified picture of the employee data
- Employee data is stored centrally in PIMS and is accessible online at any time to administrators and decision makers.
- Efficiently manage how employees are deployed under a department, thereby reducing lead time in allocating human resource to key positions in government i.e. informed decision making related to employee transfer & posting.
- Paperless work atmosphere

- PIMS is in place with advantage to bring in a uniform e-Governance practice in personnel administration for better governance and effective management of the government employees.

- It will not only save time, human resources and papers but also simultaneously make relevant information readily available to serve the general public.

- With Right to Information Act-2005 in place, the PIMS can help in making various Government Departments more efficient and transparent pertaining to employee related profiles.

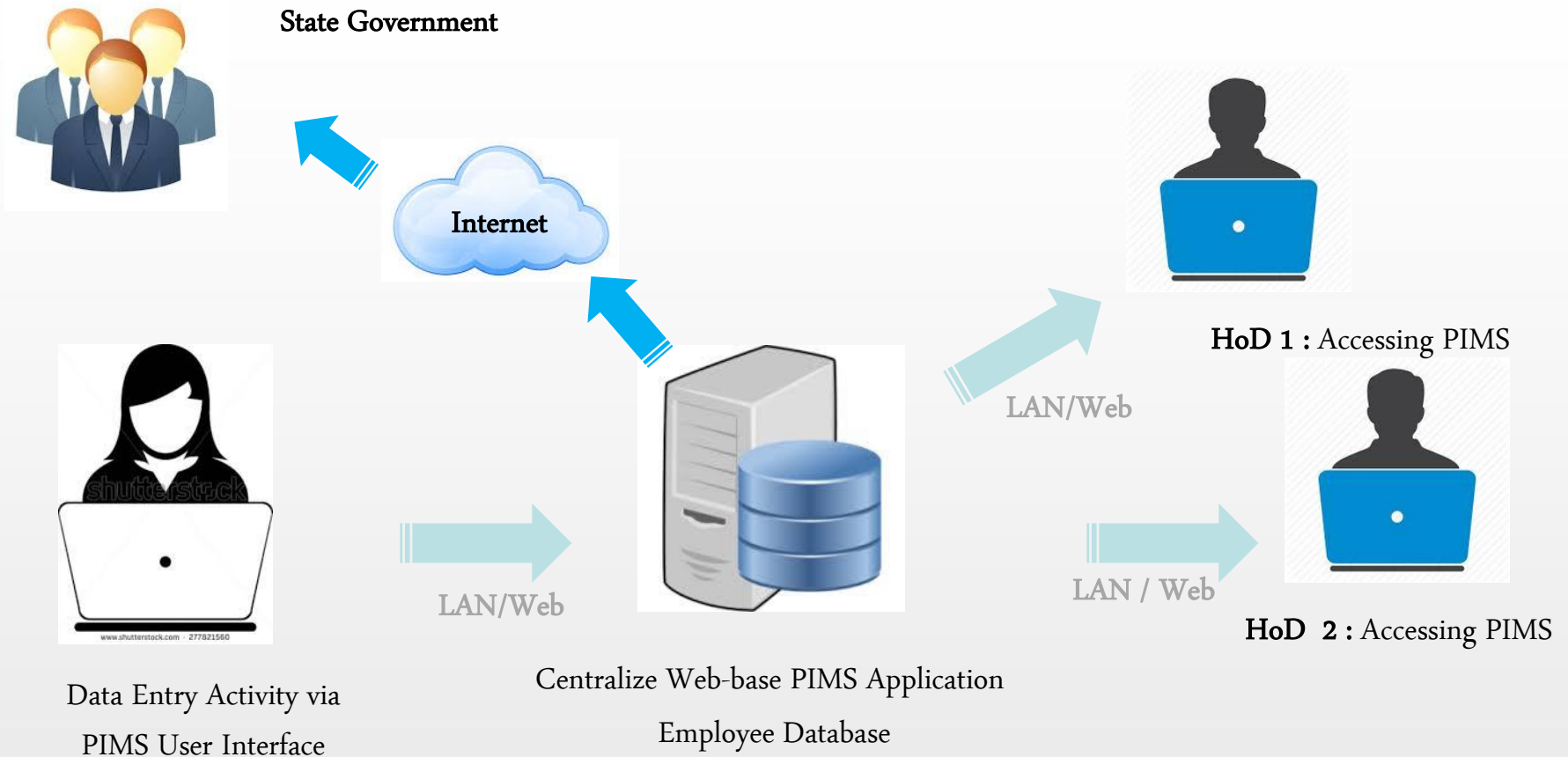- Census of Employees of Nagaland Government and its Autonomous Bodies.

PIMS – 3 Tier Architecture :

P & AR Department – Super Admin

Department /Cadre/Office - Admin

Employee Level

Architecture : Process Flow

State Government

Internet

HoD 1 : Accessing PIMS

LAN/Web

LAN/Web

LAN / Web

HoD 2 : Accessing PIMS

Data Entry Activity via
PIMS User Interface

Centralize Web-base PIMS Application
Employee Database

Browser based Access

- Each employee on the PIMS data base has secured access using his own unique employee login ID from www.https://pimsnagaland.in

- View all his or her personal details

- Communicate with any employee using Mailing system & Chat Room

- https://nglemployeedirectory.in through this website an employee can view and know ones PIMS registration status and capture their basic informations.

Existing PIMS Interfaces

➢ Register Employee, New Employee Registration
➢ Employee Personal Details
➢ Employee Service Details – Service History , Transfer & Posting Details etc.
➢ Training and Qualification records
➢ ePay Bill (Pay & Allowances)
➢ eNPS
➢ SMS/E-mail Alert module
➢ Reports for easier Government Policy making in just a click of a mouse.
➢ Interface to Accountant General, Nagaland for pension verification.
➢ Interface to Finance Department for incumbency list of each department and Bugeting.
➢ Interface to Economic & Statistic Department for annual statistic of State Government employees.

Pipeline interfaces of PIMS are:

- ePension (initial requirement done)
- eGPF for Grade-IV
- ePOL/Medical/Leave Encashment/TA & DA Allowances
- eSanction Post of Departments
- eGovernment Vehicles
- eQuarter
- eGovernment Employees ID Cards
- eGate Pass for Government Offices
- eFamily Details
- eAddress
- eAPAR/Trainings
- eLeave
- ePAYSLIP
- eOffice Addresses (Locations of Department Office Address in Public Domain) etc..

PIMS – Implementation Framework :

- ➤ Centralized Initiative at P&AR & Decentralized Implementation to all Departments
- ➤ **Data Reliability** :
    - ❑ Certificate of its correctness
    'Employee' and 'HoD' owe joint responsibility for correctness of data:
    - ❑ Employees data is verified by the Department(Admin).
    - ❑ The Verified Data is uploaded in PIMS
- ➤ Forwarding to be issued by 'HoD' to P& AR Department about correctness of data for allocating PIMS Code.
- ➤ PIMS Nodal Official in each department will be the point of contact for liaising with P&AR Dept.
- ➤ Training & capacity building for respective departments through the P&AR Department for facilitating usage of the PIMS from time to time.
- ➤ **State PIMS Team** under P & AR Department to train, assist and guide all the Departments to keep up to date employees detail of the PIMS database.

PIMS Application Output :

❑ 360 Degree view of Employee Personal Details: (Numerous Reports related to Employee, Employee Service details, Service Category details, DDO Code wise Employee Distribution Details etc.)

❑ Employee Service Details:

❑ Integrated Mailbox : Centralize Communication

❑ Centralize Communication Platform for Government rules , Policies , Notification

❑ Analysis in terms of Graphical representation.

Departments to follow up:

- Any time of new appointment the departments has to endorse a copy of Appointment order with covering letter enclosing filling up 30 mandatory fields as shown below addressing to AHOD, P&AR department, for registering in the PIMSystem. P&AR will generate unique employee code and further intimate the concern department and finance department for sanctioning of salary. Department should immediately start updating the Employee Personnel Details & Service Details.

Format for new registration in PIMS

	1	2	3	4	5	6	7	8	9	10
vacancy detail		aadhaar number	previous PIMS number	date of joining previous post	Title	gender	first name	middle name	last name	date of birth
(1) Post creation order & date **or** (2)Retired employee details (i) PIMS code (ii) Name (iii) designation (iv) date of retirement			if applicable	if applicable	Shri/Smti /Dr/Er	M/F				dd.mm.y yyy

11	12	13	14	15	16	17	18	19	20
date of appointm ent	date of joining	fathers name	departme nt	office level	full office address	office branch	District where posted	ROP	designati on
dd.mm.y yyy				Sectt/DTE/Dis trict/Sub-division		drop down (if applicable)	drop down		

Format for new registration in PIMS

21	22	23	24	25	26	27	28	29	30
grade	cadre	sub cadre	service category	community category	tribe	mode of recruitment	reservation	native district	native village
	scheme/ project if applicable	drop down	regular/engag ment/cotermi nus/ tenure/	ST of nagaland/Gen eral/SC/OBC/o ther ST	drop down	Drop down UPSC/NPSC/NSSB /DLRB/DRB/ Departmental/ Compassionate/ Central	drop down BT/PWD/ Sports/Saini k	drop down	drop down
				23a					
				mao, tangkhul, others, nepali, bihari					

- All departments should have a PIMS Cell and Nodal Officer incharge of the system and should see that the employee datas are up to date in the system database.

- Any order relating to service matter (Posting, Promotion, Retirement, Release, Service Confirmation, etc) issue by the department, a copy of that order should be endorse to PIMS Cell of the respective department for updating the service detail. Henceforth in every order the department are ask to add employee code to enable easy search of that individual employee for updating that particular order.

- Any new HOD should get familiarized to PIMS for better governance and maintenance of the department's employee, utilising PIMSystem.

Issues faced by the PIMS team from the Departments

- **PIMS:**

- In the Registration interface, **the details should be checked twice before you click the Add button. It is mandatory to upload the Mode of Vacancy.**

- **Service Details of the Vacated Code should be updated to Non Working before uploading to Register Employee.**

- Once a new registration is done, the department PIMS Cell **must immediately update the** "Employee Personal Details" **and Appointment Order in the** "Employee Service Details".

Issues faced by the PIMS team from the Departments

- On updating the Service Details (Service Case) you are advised to be very careful with the **Order Date and the Effective Date (Random dates should not be updated). All details are supposed to be updated according to the order.**

- On updating any Deputation Order of an official to other department**, Cadre and Sub Cadre should not be changed.**

- For employees on Deputation, **a copy of orders related to his/her service may be endorsed to the parent department for updating his/her Service Details**. This keeps the parent department informed of the status of the Employee on Deputation.

Issues faced by the PIMS team from the Departments

- For any conversion of **PRAN to GPF, the DDO must ensure that** the Voucher No. in ePaybill, Challan No. in eNPS, Challan No. in ePTAX etc are updated till the last salary drawn and certify by DDOs & HOD and forward to P&AR for the conversion.

- **Some employees Aadhars are yet to be seeded in PIMS so** departments are requested t**o cro**ss check **and send the list link with the Employee code & Name both in soft and Hard copy (Aadhar) at the earliest.**

Department of P&AR , Government of Nagaland

"We never change things by fighting the existing reality. To change something, we need to build a new model that makes the existing model more complete, more robust"