

A decorative graphic on the right side of the page. It features three blue circles of different sizes, each composed of concentric rings of varying shades of blue. Two thin blue lines intersect at the top right, forming a triangular shape that frames the circles. The circles are positioned at the top right, middle right, and bottom right of the page.

PIMS

Personal Information Management System-PIMS

**Department of Personnel & Administrative Reforms
Government of Nagaland**

Background:

Government of Nagaland has envisioned implementing e-governance in the State with a view to enhance transparency and efficiency, minimize errors and provide quality and speedy services to its employees.

The need for a comprehensive database of employees to enable rule bound, transparent and efficient management of human resources is a priority. The process of culling out information about individual employee in our present system is time-consuming and erratic. Absence of a consolidated and centralized system for managing State-wide employee data base has had an adverse impact and is a serious administrative concern in day-to-day management of State Government employee.

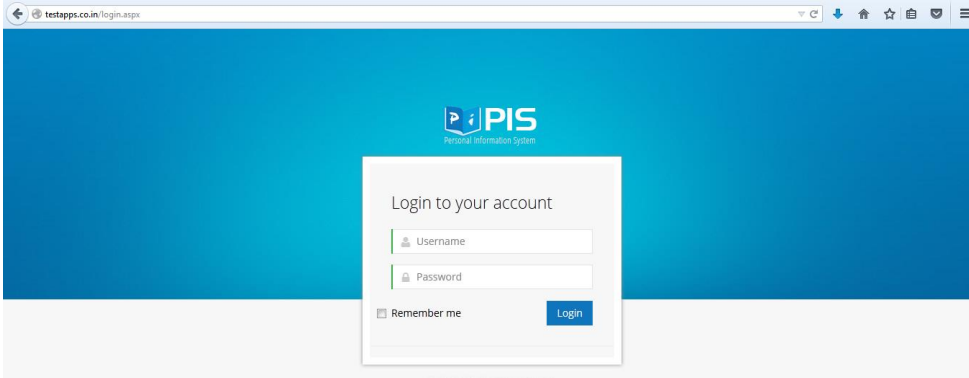
The Personal Information Management System (PIMS) will help in getting instant access and accurate information of State Government employees including information on transfer and posting details and service history. Availability of timely information is the key to improve efficiency as well as timely decision making in matters pertaining to State Government employees.

On full implementation, PIMS will facilitate planning of human resources and serve as a fully automated centralized system to bring about comprehensive and advanced solutions in the management of manpower. It will be secure and easily accessible by the administration for efficient management of employees in all the Departments which, in turn, will help in assessment for promotion, deputation, transfer, posting, service records, claims & reimbursement, employee leave management, travel & settlement of tour claims, APAR as well in planning deployment of employee resources for special and time-bound tasks/projects and also in planning for annual budget.

The PIMS:

In keeping with the policy of State Government of Nagaland to leverage the potential of IT and ICT 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.

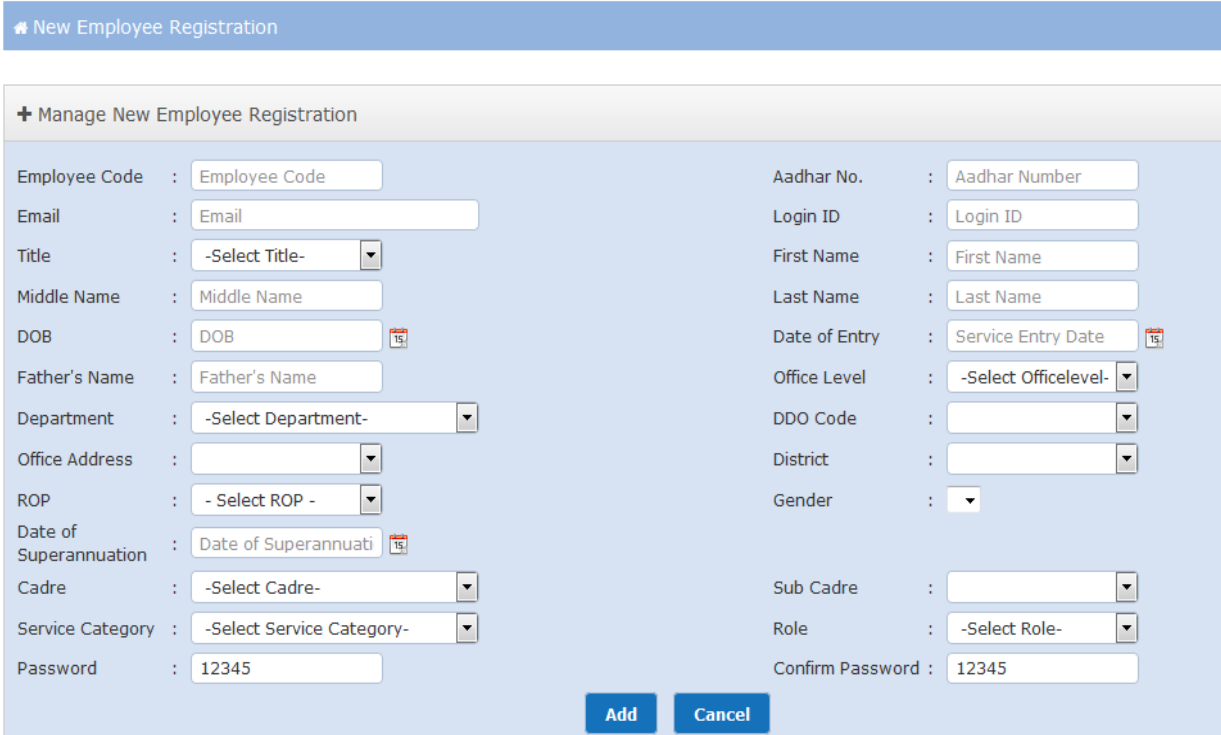
It is a centralized web-enabled application on Microsoft platform with data, at a centralized repository, that will enable efficient data input and transparency, allowing better management of human resources and administration. Utilization of central database brings data authenticity, real time information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



The screenshot shows a web browser window with the URL 'testapps.co.in/login.aspx'. The page has a blue header with the 'PIS' logo and 'Personal Information System' text. A central white box contains the login form with the title 'Login to your account'. The form includes fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Login' button.

Interface: Application login Page

The main activities of the presently developed modules are - managing unique employee ID, employees' personal details (like name, family details, 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.



The screenshot shows a web application interface for 'New Employee Registration'. The page has a blue header with the text 'New Employee Registration'. Below the header is a section titled '+ Manage New Employee Registration'. The form contains various fields for employee details, organized in two columns. The fields include:

- Employee Code : Employee Code
- Email : Email
- Title : -Select Title-
- Middle Name : Middle Name
- DOB : DOB
- Father's Name : Father's Name
- Department : -Select Department-
- Office Address :
- ROP : - Select ROP -
- Date of Superannuation : Date of Superannuation
- Cadre : -Select Cadre-
- Service Category : -Select Service Category-
- Password : 12345
- Aadhar No. : Aadhar Number
- Login ID : Login ID
- First Name : First Name
- Last Name : Last Name
- Date of Entry : Service Entry Date
- Office Level : -Select Officelevel-
- DDO Code :
- District :
- Gender :
- Sub Cadre :
- Role : -Select Role-
- Confirm Password : 12345

At the bottom of the form are two buttons: 'Add' and 'Cancel'.

Interface: Employee Registration

The ultimate objective is for creation of a Government-to-Employee (G2E) portal - a self-service zone for State Government employees by automating the employee profiles and providing a unified view of statewide deployment of employee resources.

Benefits to the Employee:

- Taking P&AR nearer to employee
- Employee personal details 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 and ICT
- 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 in your 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
- A uniform e-Governance practice in personnel administration for better governance and effective management of State Government Employees.

Service Cases :	Promotional without posting	Service Category :	-Select Service Category-
Cadre :	-Select Cadre-	Sub Cadre :	
Office Level :	-Select Office Level-	Department :	-Select Department-
Office Address :		District :	
Office Branch :		Difficult Area :	
DDO Code :		Merit Ranking :	-Select Merit Ranking-
ROP :	- Select ROP -		
Addl/Deput Desig :	Addl OR Deput Desig	Addl/Deput Dept :	Addl OR Deput Dept
Order No :	Order Number	Order Date :	Order Date
From Date :	From Date	To Date :	To Date
Effective Date :	Effective Date	Remarks :	Remarks

[Add](#)
[Cancel](#)
[Back to Search Page](#)

Interface: Employee Service History Record & posting details

Advantage: PIMS

- PIMS can be used 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.

Activity Listing:

- Collection of employee personal detail information from all the State Government Departments and subsequent uploading into the PIMS by P&AR Department Government of Nagaland.
- The implementation of PIMS development is envisaged to be carried out in phase manner. As per the suggestions made by the Governing Committee, 1st phase is implemented with modules like personal details, service history records, transfer & posting details and associated MIS reports for the entire employees under the Government of Nagaland.
- Cross checking of employee data by respective Departments. 'Employee' and 'HoD' will owe joint responsibility for correctness of data.
- Training & capacity building for respective Departments through the P&AR Department for facilitating their day-to-day usage of the PIMS.
- Identification of a PIMS Nodal Officers in each Department by the respective HoDs, who will be the single point of contact for liaising with P&AR Department for any issues pertaining to PIMS.
- The PIMS Nodal officer nominated by the respective HoDs should be atleast middle level officer (Deputy Director rank) having a proficiency in computer operating. It is advisable that the PIMS Officials of the respective Department should have point to point direct access/contact with his/her concern HoD, as it is required for effective/faster implementation of the PIMS.
- **State PIMS Officials** (Core Member) will play a key important role for keeping the PIMS system in place. State PIMS Officials will train, assist and guide all the Departments in the State in the entire process of the implementation of the PIMS system.

Implementation Strategy:

- Centralized Initiative & Decentralized Implementation
- Data Reliability is Important : Those Nodal officers who possess the data are to be made responsible for
 - Data entry
 - Its Correctness
 - Certificate of its correctness
- 'Employee' and 'HoD' owe joint responsibility for correctness of data:
 - Employees' data record in PIMS portal has to be cross checked from respective Departments referring the employee's Service Records (existing hard copy government records).
 - In case of any duplication in the PIMS employee database, the same can be deleted. However, in the event of any missing employee record, the same has to be reported to P&AR Department for allotment of employee code for registration in the PIMS system.
 - Printout of data as entered in PIMS to be given to each of the employee and also to be kept in Official Record.
- Certification to be issued by 'HoD' to P& AR Department about the correctness of data for each employees in their Departments.
- It is suggested that, the Departments may set up Internal Validation Committee under the Chairmanship of HoD consisting of about 3-4 members including PIMS Nodal Officer having an access to service records for validation of every record of the employees.
- The employee data once corrected and updated in the PIMS portal by the concerned Department and certified by respective HoD. The database will be verified by P&AR Department for any discrepancies and locking of the fields disabling any further editing.

The PIMS Modules as envisaged (Roll Out)

First Phase: (Roll Out)

- Master Tables
- New Employee Registration and Employee details (to be control by the Supper Administrator Level i.e. P&AR)
- Employee Registration Edit (can be conducted at the Administrator Level i.e. Departments)
- Employee Posting Details
- Employee Service History

Second Phase:

- Sanctioned & Vacant Posts
- APAR
- Leave
- Personal Details (training, address, family, identity, medical, communication, banks etc.)
- SMS facilities
- Travel
- Service Book

Third Phase:

- Account Section (Pay Bill Related)
- Pay & Allowances
- Claims –Vehicle – Pol, Medical, TA

Implementation & Sustenance. The most important and challenging aspect of this **Initiative** is the need for commitment and involvement of each stakeholder to continuously remain

- ✓ Creative to generate interest of users
- ✓ Responsive to renewed demands
- ✓ Innovation to finding solutions
- ✓ Prompt to incorporate the renewed requirements

Departments Manual on PIMS (Personal Information Management System)

Personal Information Management System (PIMS) is a Web Base Application and its Uniform Resource Locator (URL) or portal is www.pimsnagaland.in

* Application login page

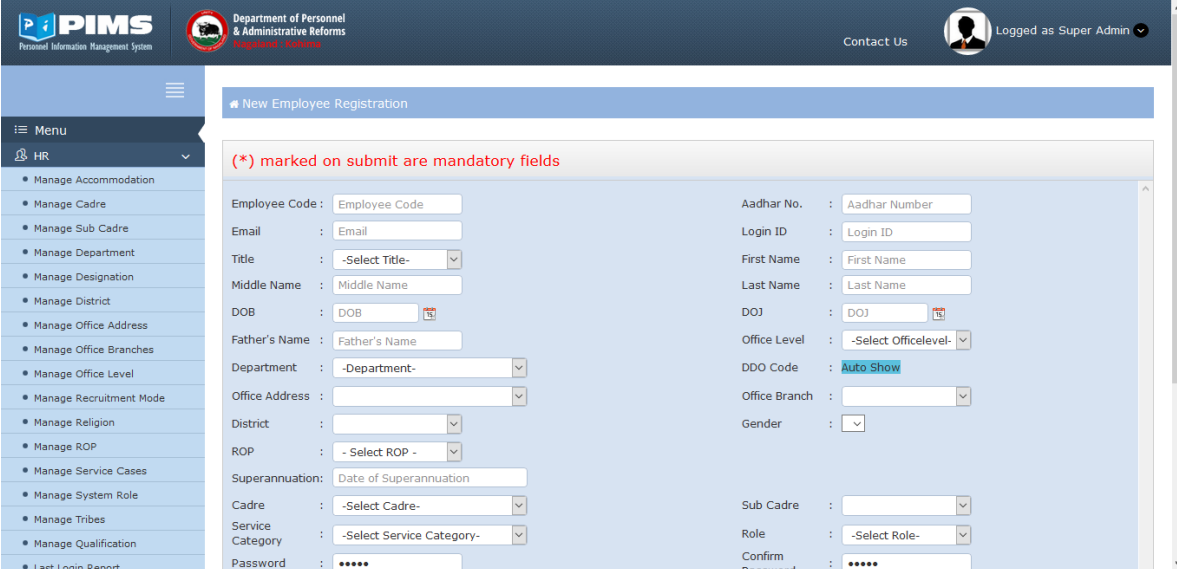


The screenshot shows the login interface of the PIMS (Personal Information Management System) application. The background is a solid blue color. At the top center, there is a logo consisting of a blue square with a white 'P' and 'i' inside, followed by the text 'PIMS' in large white letters and 'Personnel Information Management System' in smaller white letters below it. Below the logo, there is a white rectangular box containing the login form. Inside this box, at the top left, is the Nagaland state emblem. To its right, the text 'Department of Personnel & Administrative Reforms' is written in green, and 'Nagaland : Kohima' is written in red below it. The login form includes two input fields: 'Username' with a user icon on the left and 'Password' with a lock icon on the left. Below these fields is a checkbox labeled 'Remember me'. To the right of the checkbox is a blue button with the word 'Login' in white text.

The PIMS application has three level of operation:

- 1. Super Administrator Level:** P&AR as the Nodal Department of the PIMS system, it will have full control to the PIMS application. The login, HR section and master tables will be maintained by the Super Admin; and attributes like Employee code, Name, Father's Name, Aadhar No., DOB, DOJ etc. will be freeze to the other level of administrator.
- 2. Department/Office Administrator Level:** Department level access will have access to only its cadre for updating, analysing and taking reports of its employees.
- 3. Employee level:** Employees can have an access to view own details and can utilise certain interfaces like e-mail, Leave application, APAR, Family details, Address Details, Medical Details etc.

* **New Employee Registration Interface:** for registering the new employee by the Super Admin.



PIMS Department of Personnel & Administrative Reforms
Personal Information Management System

Logged as Super Admin

New Employee Registration

(*) marked on submit are mandatory fields

Employee Code :

Email :

Title :

Middle Name :

DOB :

Father's Name :

Department :

Office Address :

District :

ROP :

Superannuation:

Cadre :

Service Category :

Password :

Aadhar No. :

Login ID :

First Name :

Last Name :

DOJ :

Office Level :

DDO Code :

Office Branch :

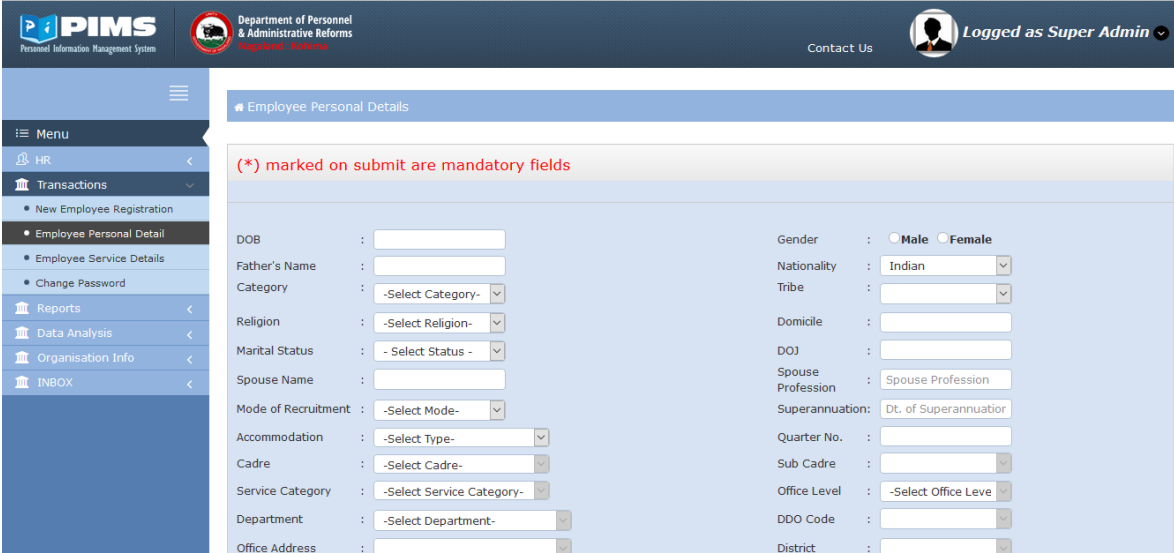
Gender :

Sub Cadre :

Role :

Confirm Password :

* **Employee Personal Details:** in this interface the Cadre Admin add or edit certain field values like Tribe, Religion, Marital Status, Mode of Recruitment, Accommodation, Qualifications, GPF/PRAN No., Profile Image etc.



PIMS Department of Personnel & Administrative Reforms
Personal Information Management System

Logged as Super Admin

Employee Personal Details

(*) marked on submit are mandatory fields

DOB :

Father's Name :

Category :

Religion :

Marital Status :

Spouse Name :

Mode of Recruitment :

Accommodation :

Cadre :

Service Category :

Department :

Office Address :

Gender :

Nationality :

Tribe :

Domicile :

DOJ :

Spouse Profession :

Superannuation:

Quarter No. :

Sub Cadre :

Office Level :

DDO Code :

District :

ROP : - Select ROP -

Service Case : -Select Service Case-

Addl Desig/Deput Desig :

Upload Photo No file selected.

GPF/PRAN No. :

Addl Dept/Deput Dept :

Profile Image :

Save

Cancel

Search By :

☐ First Name
 ☒ Employee Code
 ☐ Department

Enter Search Text

Search

List of Employees [SEARCH TO GET RESULT SET](#)

*** Employee Service Details:** The Cadre Admin has to maintain and keep on updating this interface of every individual service details. This interface will keep in record of all the service history for later reference. We can go for individual search by typing Employee Code or Advanced Search by selecting search criteria and click Manage Details. One has to first edit the existing list to the current working status then only start adding up the other service history as per the Service Case value.

Search by employee code

Search : POL00001

Search

+ Advanced Search

+ List of Employees

Total Records : 1

Srl No.	Emp Code	Name	Department	Desig	ROP	Action
1.	POL00001	Tiajungba Longchar	Civil Police (POL)	Dy/Director	6thROP	Manage Details

Advance search

Search : Enter Employee Code *

Search

+ Advanced Search

First Name : Enter First Name

Department : -Select Department-

Cadre : -Select Cadre-

Sub Cadre :

Advanced Search

Chief Minister's Office (CMO)

Civil Police (POL)

Civil Secretariat (SEC)

Civil Supplies (SUP)

Co-operation (COP)

Development of Under Developed Areas (DUD)

District Administration (ADM)

Economics & Statistics (STA)

Election (ELE)

Electrical Inspectorate (ELI)

Managing the service details

Employee Service & Posting Details

(*)marked on submit are mandatory fields

Name : A AKATO SEMA Emp Code : POL08305

Service Cases : -Select ServiceCase-
 Cadre : -Select ServiceCase-
 Office Level : Death
 Office Address : Demotion
 Office Branch : Deputation
 DDO Code : Normal Posting
 ROP : Permanent/Confirmation
 6th ROP : Promotional with posting
 Designation : Promotional without posting
 Grade Pay : 2000

Service Category : Permanent
 Sub Cadre : Others
 Department : Civil Police (POL)
 District : Zunheboto
 Difficult Area : Category B
 Merit Ranking : -Select Merit Ranking-

Pay Band : 5200-20200
 Class : C

ENTER POSTING DETAILS

Addl/Deput Desig : Addl OR Deput Desig
 Addl/Deput Dept : Addl OR Deput Dept

* **Change Password:** In this interface we can change password.

HR >> Change Password

Change Password

Old Password : Enter Password
 New Password : Enter New Password
 Confirm Password : Enter Confirm Password

Change Password Cancel

* **Reports:** All the reports can be downloaded by clicking on the excel icon at the top of the list.

1. **Employee Service Report:** In this report the Department can extract any type of service report as per the Report Criteria provided.

Reports

- Employee Service Report
- Employee Detail Report
- Service Category Report
- Department Wise DDO Code
- DDO Code Wise Employee

Select Report Criteria : -- Select Report Criteria --
 Select Department : -- Select Report Criteria --
 Select Class : -- Select Report Criteria --

List of Employees

Current Working Employee Strength
 Employee Retired As of now
 Employee to Retire
 Employee Entered into Service
 Employee Retired from Service
 Employee to Retire in Age
 Employee to Retire in Service Length
 Employee Entered into Service in Age
 Employee to Retire by Age
 Employee to Retire by Service Length

2. Service Detail Report: In this report we can have our own set of fields by checking and also have own set of search criteria to be filtered and extract the report.

SELECT FIELDS FROM FOLLOWING CHECKBOXES TO GET RESULT SET ACCORDINGLY

<input type="checkbox"/> Name	<input type="checkbox"/> TribeCategory	<input type="checkbox"/> Designation	<input type="checkbox"/> OfficeLevel
<input type="checkbox"/> EmployeeCode	<input type="checkbox"/> TribeName	<input type="checkbox"/> Department	<input type="checkbox"/> Cadre
<input type="checkbox"/> FatherName	<input type="checkbox"/> BackwardType	<input type="checkbox"/> ServiceCategory	<input type="checkbox"/> SubCadre
<input type="checkbox"/> DoB	<input type="checkbox"/> CastCategory	<input type="checkbox"/> ServiceCase	<input type="checkbox"/> ROP
<input type="checkbox"/> DoJ	<input type="checkbox"/> Retirement	<input type="checkbox"/> OfficeAddress	<input type="checkbox"/> DifficultArea
<input type="checkbox"/> class	<input type="checkbox"/> ServiceLength		

SELECT FROM BELOW SEARCH CRITERIA

Department: -Department-	Office Level: -Level-
Office Address: -	Service Category: -Category-
Cadre: -Cadre-	Sub Cadre: -
Select ROP: - Select ROP -	Select Class: -Class-
Designation: -	Difficult Area: -Difficult Area-
Tribe Category: -Tribe Category-	Tribe: -Select Tribe-

Search

Service Category Report: This report gives the detail list in each service category of a department.

+ Employee Service Category Report

Select Department : - All Department Total -

Select Class : - All Department Total -

Service Category Wise Employee

- All Department Total -
- All Department -
- Administrative Training Institute (ATI)
- Agriculture (AGR)
- Art & Culture & Gazetteers (ART)
- Border Affairs (DBA)
- CAWD (CAW)
- Chief Minister's Office (CMO)
- Civil Police (POL)
- Civil Secretariat (SEC)
- Civil Supplies (SUP)
- Co-operation (COP)
- Development of Under Developed Areas (DUD)
- District Administration (ADM)
- Economics & Statistics (STA)
- Election (ELE)
- Electrical Inspectorate (ELI)
- Employment & Craftsmen Training (EMP)
- Evaluation (EVA)
- Fire & Emergency Services (FIR)

Department wise DDO Code: This report gives us the details of all DDO codes under one Department.

+ Department Wise DDO Code

Select Department : - All Department -

View DDO Codes **Cancel**

Department Wise DDO Code Download

Department Name	DDO Code	Office Address
Administrative Training Institute (ATI)		
Agriculture (AGR)		
	4807005	Agronomist, State Seed Farm, Merapani.
	4810017	DAO Kiphire.
	4814018	DAO Longleng.
	4804009	DAO Mokokchung
	4811016	DAO Peren.
	4803015	DAO, Dimapur.
	4808011	DAO, Mon.

DDO Code Wise Employee: This report gives us the list of how many employees are drawing salary under a particular DDO.

+ DDO Code Wise Employee Listing

Select Department : Agriculture (AGR)

Select DDO Code : 4800023

View Employee Cancel

DDO Code Wise Employee List Download [Total Record Count : 18]

Name	Department	Designation	Service Category	ROP	Scale
B.M. Palyu	Agriculture (AGR)	Agriculture Field Assistant	Permanent	6th ROP/ROP 2010	Pay Band : 5200-20200 Grade Pay : 2000
Changsangchuba Chuba	Agriculture (AGR)	Agriculture Officer Gr-II	Temporary	6th ROP/ROP 2010	Pay Band : 9300-34800 Grade Pay : 4400
Changsunny	Agriculture (AGR)	Agriculture Field Assistant	Temporary	6th ROP/ROP 2010	Pay Band : 5200-20200 Grade Pay : 2000
E. Laklei	Agriculture (AGR)	Agriculture Officer Gr-II	Temporary	6th ROP/ROP 2010	Pay Band : 9300-34800 Grade Pay : 4400
L. Alin	Agriculture (AGR)	Peon	Permanent	6th ROP/ROP 2010	Pay Band : 4400-17200 Grade Pay : 1300
L. Bukhei	Agriculture (AGR)	Agriculture Field Assistant	Permanent	6th ROP/ROP 2010	Pay Band : 5200-20200 Grade Pay : 2000
L. Shou	Agriculture (AGR)	Agriculture Field Assistant	Permanent	6th ROP/ROP 2010	Pay Band : 5200-20200 Grade Pay : 2000
L. Sunep Pongener	Agriculture (AGR)	SDAO	Permanent	6th ROP/ROP 2010	Pay Band : 9300-34800 Grade Pay : 4400
Langkhang	Agriculture (AGR)	Agriculture Field Assistant	Permanent	6th ROP/ROP 2010	Pay Band : 5200-20200 Grade Pay : 2000
Mucho	Agriculture (AGR)	Agriculture Field Assistant	Temporary	6th ROP/ROP 2010	Pay Band : 5200-20200 Grade Pay : 2000
Pongyu Khaimlungan	Agriculture (AGR)	Agriculture Field Assistant	Temporary	6th ROP/ROP 2010	Pay Band : 5200-20200 Grade Pay : 2000
Puhicu	Agriculture (AGR)	Sr. Driver	Permanent	6th ROP/ROP 2010	Pay Band : 5200-20200 Grade Pay : 2400

* **Data Analyst: Graphical Analyst:** This analyst shows a snapshot details as per the selection of the Type of analyst you want in graphical figure.

Menu

HR

Transactions

Reports

Data Analysis

Graphical Analysis

Organisation Info

INBOX

+ Analysis

Select Type : - Select Type -

Select Analysis On : - Select Type -

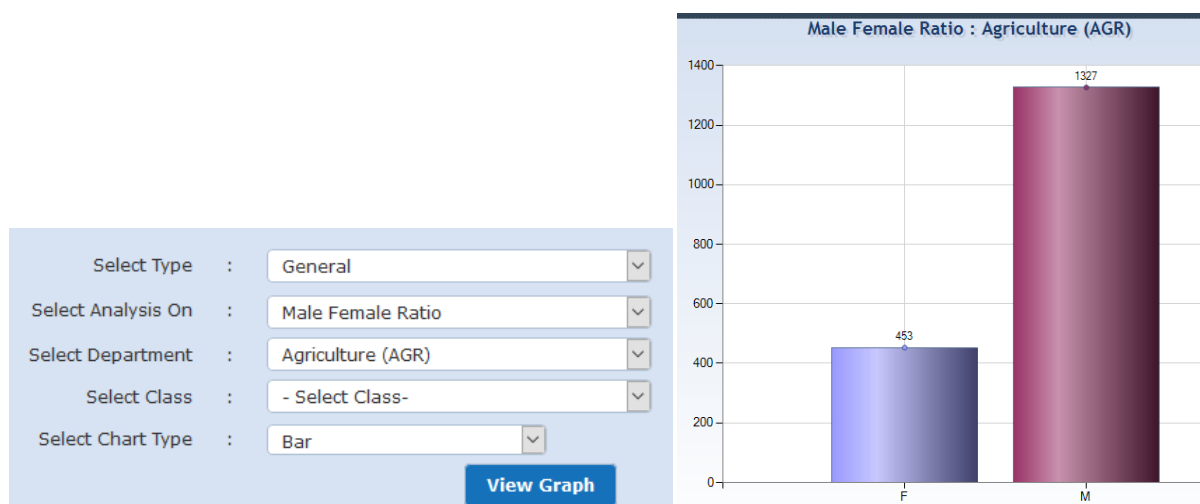
Select Department : General

Select Class : Tribes

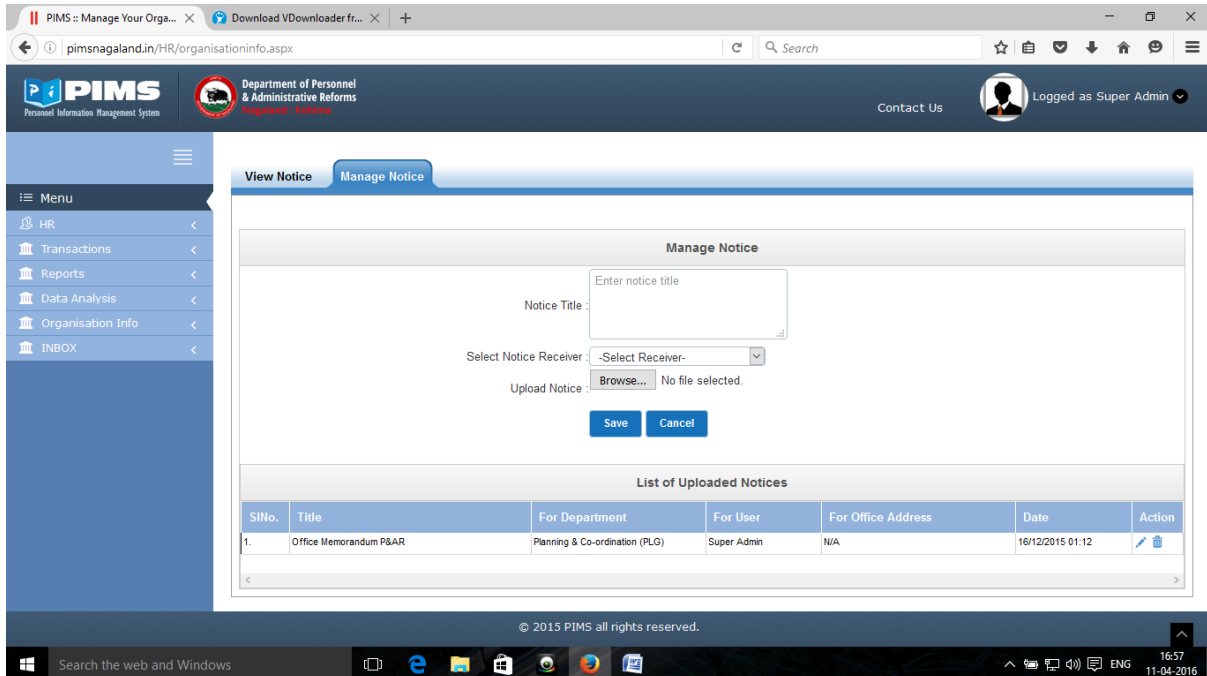
Select Chart Type : Joining

Retirement

View Graph



* **Organization Information:** In this interface a particular Department can send notification to its own offices or can send to all the departments and offices or selective Departments.



Manage Notice

Enter notice title

Notice Title :

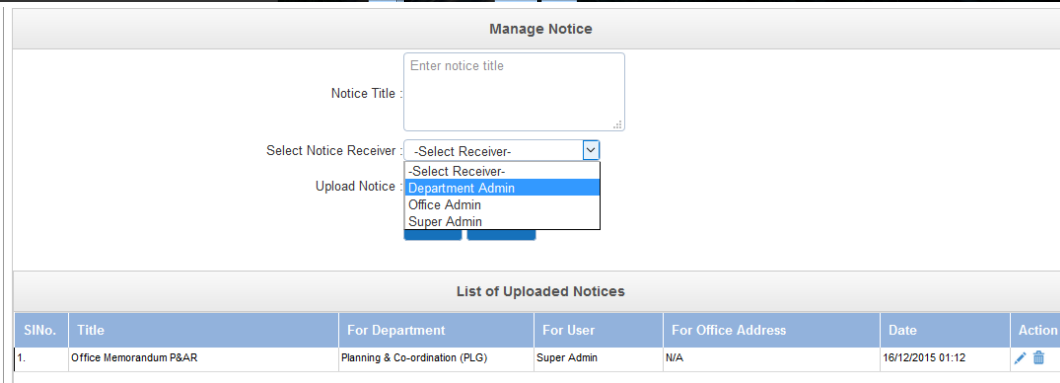
Select Notice Receiver : -Select Receiver-

Upload Notice : Browse... No file selected.

Save Cancel

List of Uploaded Notices

SINo.	Title	For Department	For User	For Office Address	Date	Action
1.	Office Memorandum P&AR	Planning & Co-ordination (PLG)	Super Admin	N/A	16/12/2015 01:12	



Manage Notice

Enter notice title

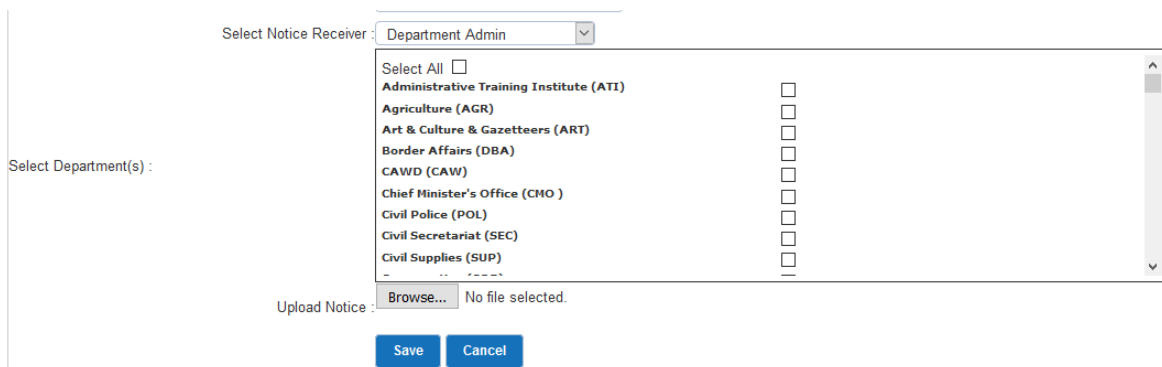
Notice Title :

Select Notice Receiver : -Select Receiver-

Upload Notice : Department Admin
Office Admin
Super Admin

List of Uploaded Notices

SINo.	Title	For Department	For User	For Office Address	Date	Action
1.	Office Memorandum P&AR	Planning & Co-ordination (PLG)	Super Admin	N/A	16/12/2015 01:12	



Select Notice Receiver : Department Admin

Select Department(s) :

Select All ☐

Administrative Training Institute (ATI) ☐

Agriculture (AGR) ☐

Art & Culture & Gazetteers (ART) ☐

Border Affairs (DBA) ☐

CAWD (CAW) ☐

Chief Minister's Office (CMO) ☐

Civil Police (POL) ☐

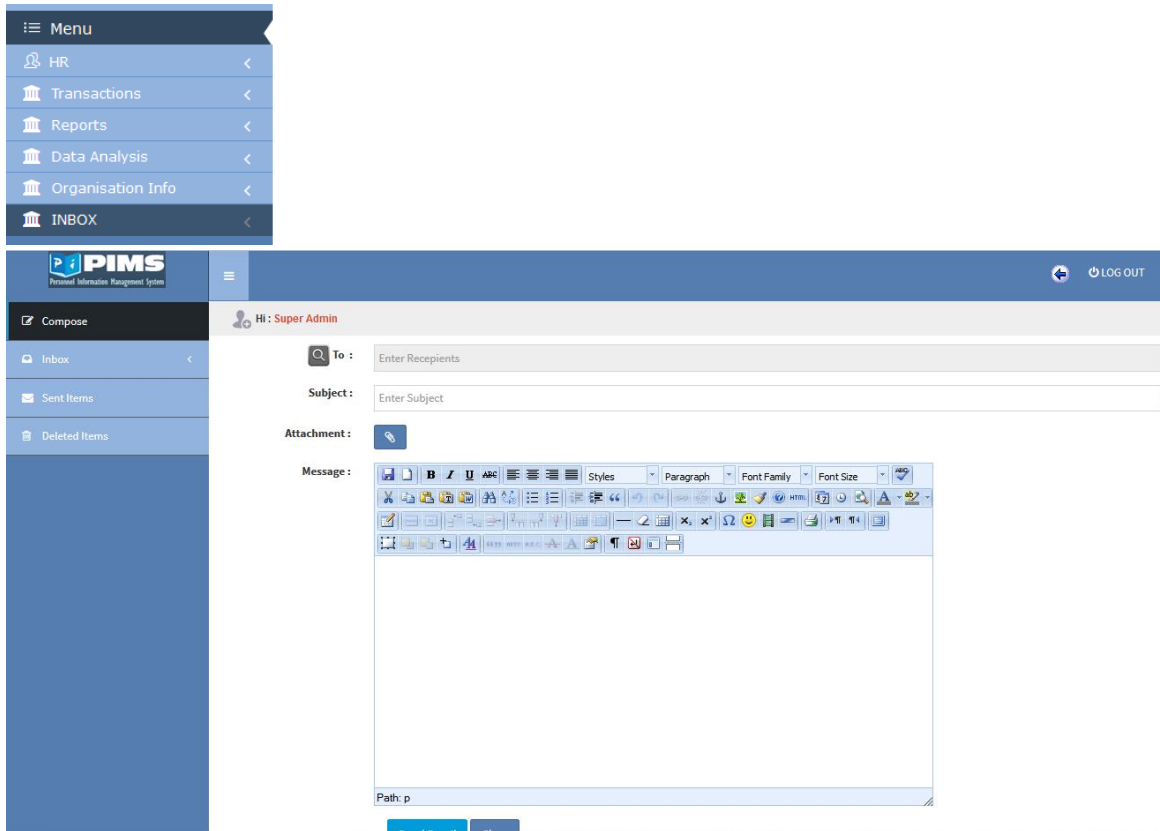
Civil Secretariat (SEC) ☐

Civil Supplies (SUP) ☐

Upload Notice : Browse... No file selected.

Save Cancel

* **INBOX**: The system also supports mailing facility within the employees.



The screenshot displays the PIMS (Personal Information Management System) interface. On the left, a vertical menu lists various sections: Menu, HR, Transactions, Reports, Data Analysis, Organisation Info, and INBOX. The INBOX section is currently selected. The main content area shows the 'Compose' screen for sending a message. It includes fields for 'To:' (Enter Recipients), 'Subject:' (Enter Subject), and an 'Attachment:' button. Below these fields is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and font color. The message body is a large text area. At the bottom, there is a 'Path: p' field.

*** Departments to follow up:**

1. Any time of new appointment the Departments has to endorse a copy of Appointment order with covering letter enclosing filling up 21 mandatory fields as shown below addressing to AHOD, P&AR Department, for registering in the PIMS. 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.

New Employee Registration (e.g)						
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<i>Title</i>	<i>FirstName</i>	<i>MiddleName</i>	<i>LastName</i>	<i>Aadhar No.</i>	<i>DOB</i>	<i>Father'sName</i>
Mr/Mrs/Dr					mm/dd/yyyy	
Mr.	John	H	Angami	M	07/22/1979	Vizo Angami

(8)	(9)	(10)	(11)	(12)	(13)	(14)
<i>Email Address</i>	<i>Department</i>	<i>OfficeLevel</i>	<i>Full Office Address</i>	<i>Branch</i>	<i>District</i>	<i>ROP</i>
		<i>Secretariat/ Directorate/ District/Sub-Division/Block</i>		<i>General/ Esstt/ Accounts Etc.</i>		<i>6th/ 5th etc</i>
xxx@gmail.com	Social Security & Welfare	Directorate	Directorate of Social Security & Welfare, New Capital Complex, Kohima.	General Branch	Kohima	6th

(15)	(16)	(17)	(18)	(19)	(20)	(21)
<i>Designation</i>	<i>Dt. of joining Service</i>	<i>Class</i>	<i>Cadre</i>	<i>SubCadre</i>	<i>Service Category</i>	<i>Tribe</i>
	<i>(mm/dd/yyyy)</i>	<i>A,B,C,D</i>		<i>Ministerial/ Steno/Typist/ Technical/etc</i>	<i>Temporary/ Permanent/ Adhoc etc</i>	<i>Angami/Ao/ Chakhesang etc</i>
Stenographer Gr-1	09/15/2004	Grade - 1	SSW (Social Security & Welfare)	Steno	Permanent	Angami

2. All Departments should have a PIMS Cell and Nodal Officer in-charge of the system should see that the employee datas are up to date in the system database.
3. 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.
4. Any new HOD should get familiarized to PIMS for better governance and maintenance of the Department's employee, utilising PIM System.

TEMJEN TOY, IAS

Principal Secretary to the Government of Nagaland
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Nagaland : Kohima