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.
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.
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.
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](http://www.pimsnagaland.in)

* Application login page

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.

* **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.
* **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**

**Advance search**
Managing the service details

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

* 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.
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.

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

**Department wise DDO Code**: This report gives us the details of all DDO codes under one Department.
**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](image)

*Data Analyst: Graphical Analyst:* This analyst shows a snapshot details as per the selection of the Type of analyst you want in graphical figure.
* **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.
* **INBOX**: The system also supports mailing facility within the employees.
*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.)

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<tr>
<td>Title</td>
<td>FirstName</td>
<td>MiddleName</td>
<td>LastName</td>
<td>Aadhar No.</td>
<td>DOB</td>
<td>Father's Name</td>
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<tr>
<td>Mr/Mrs/Dr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr.</td>
<td>John</td>
<td>H</td>
<td>Angami</td>
<td>M</td>
<td>07/22/1979</td>
<td>Vizo Angami</td>
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<td>Department</td>
<td>OfficeLevel</td>
<td>Full Office Address</td>
<td>Branch</td>
<td>District</td>
<td>ROP</td>
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<tr>
<td><a href="mailto:xxx@gmail.com">xxx@gmail.com</a></td>
<td>Social Security &amp; Welfare</td>
<td>Directorate</td>
<td>Directorate of Social Security &amp; Welfare, New Capital Complex, Kohima.</td>
<td>General Branch</td>
<td>Kohima</td>
<td>6th</td>
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<tr>
<td>Designation</td>
<td>Dt. of joining Service</td>
<td>Class</td>
<td>Cadre</td>
<td>SubCadre</td>
<td>Service Category</td>
<td>Tribe</td>
</tr>
<tr>
<td>Stenographer Gr-1</td>
<td>09/15/2004</td>
<td>Grade - 1</td>
<td>SSW (Social Security &amp; Welfare)</td>
<td>Steno</td>
<td>Permanent</td>
<td>Angami</td>
</tr>
</tbody>
</table>
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
P&AR Department
Nagaland : Kohima