NO.PAR/PIMS-1/2015   Dated: Kohima, the 18ᵗʰ Sept, 2025

OFFICE MEMORANDUM

SUB: **REGARDING THE UPDATION OF PERMANENT ADDRESS AND SERVICE DETAILS IN THE PIMS PORTAL FOR e-SERVICE BOOK**

In view of the need to capture the Permanent Address and Service Details of all the Nagaland State Government employees, the Department of Personnel & Administrative Reforms (P&AR) has introduced a new interface for updating the above fields in order to include the details that were not collected during the initial data entry. This interface/link has been made available in the PIMS Portal under the "Employee Personal Details" page.

Employees' service details are to be entered in the PIMS database by the respective departments. In this regard, it is noted that since the data entry for all employees at the Directorate level at one time will be a challenge, DDO level access to update the Service Details in the "Employee Personal Details" page will be granted for a period of 2 months w.e.f. the date of issue of this OM.

The Interface link can be accessed by the department under two levels, i.e., Cadre Admin Level and DDO Level. For the DDOs, the Interface link will be made accessible **only for 2 months** starting from the date of issue of this OM. Therefore, the Cadre Admin and the DDOs are requested to update the **"Employee Personal Detail/Permanent Address"** page for all the employees within the period. At the expiry of this period, this update can be done only at the Cadre Admin Level.

The permanent address for indigenous inhabitant employees should be updated strictly and only on the basis of the Indigenous Inhabitant certificate issued by the District Administration. For the non-indigenous inhabitant employees, the permanent address should be updated as per the Domicile Residence Certificate (DRC) or similar certificates/documents issued by a competent Authority of that state.

The workflow is given in Annexure-I and Annexure-II

Sd/- SENTIYANGER IMCHEN, IAS
Chief Secretary to the Govt. of Nagaland

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Copy to :-
1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Commissioner & Secretary to the Chief Minister, Nagaland, Kohima.
3. The PPS to Deputy Chief Ministers, Nagaland, Kohima.
4. The PS to the Speaker, Nagaland Legislative Assembly, Kohima,
5. The PS to all Ministers/Advisors, Nagaland, Kohima.
6. The PPS to the Chief Secretary, Nagaland, Kohima.
7. All Administrative Heads of Department, Nagaland, Kohima.
8. All Heads of Departments, Nagaland.
9. The Secretary, NPSC/Nagaland Lokayukta/Nagaland Information Commission/NSSB.
10. The Director, IT&C with a request to upload in P&AR Department's website.
11. All Nagaland Houses.
12. Office copy.

(LIVITOLI SUKHALU) NCS
Deputy Secretary to the Govt. of Nagaland

Workflow to update/change the "Permanent Address" fields of employees:

The interface/link for updating the "Permanent Address" has been made available in the PIMS Portal under the "Employee Personal Details" page and can be accessed by the department under two levels:

1) Cadre Admin Level Access (Department Level)
   i)   The Department Nodal Officer for PIMS can log into the PIMS Portal with their log in credentials.
   ii) In the Menu section, click on Transaction>Employee Personal Details.
   iii) Click on "working" in the search section. A list of all the working employees will appear. The Nodal Officer can click on "edit" against each employee and update all the details along with the Permanent Address Details.

2) DDO Level Access (DDO ePayBill Access)
   A)   The DDOs can log in with the same ePaybill credentials.
   i)   In the Menu section, a new interface will be made available, i.e., "Manage PIMS Address>Permanent Address."
   ii) DDOs can search by selecting the "working" option at the bottom of the page to have all the employees in the Grid list for editing. Or, the DDOs can individually search for an employee by entering the First name/Employee Code in the respective fields to edit.
   iii) In the Edit option, certain field like "Father's Name, DOB and Gender" are pre-loaded data from PIMS and will be non-editable. In case of any correction, applications may be through your HOD to P&AR Department (PIMS Cell). Updating e-mail is not mandatory but the rest of the fields should be mandatorily updated along with the Profile Image.

   B)   To update Permanent Address Details of **Indigenous** employees:
   i)   For the Indigenous employees of Nagaland (the Indigenous Tribes of Nagaland), the DDO can click on the dropdown box next to **"Permanent District"** and select the respective district.
   ii) Click on the dropdown box next to **"Administrative Circle"** and select the respective option.
   iii) Click on the dropdown box next to **"Permanent Village"** and select the respective village.

   C)   To update Permanent Address Details of **Non- Indigenous** employees:
   i)   For the State Employees who are not from Nagaland, the DDO can select the respective state from the dropdown menu next to "State"
   ii) The DDO will need to manually type the **"Permanent District"**, **"Administrative Circle"** and **"Permanent Village/Town"** in the respective fields for each employee.

Workflow for updating Service Details:

All the DDOs shall be provided with the PIMS Login Credentials for updating the eService Book (Service History) for all the employees under their establishment right from the Appointment order to the most current service-related order through PIMS Portal. You may please follow the Work Flow as given below:

A) Workflow of the Employee Service Details (eService Book) only for the employees in current active service

1) The Department Nodal Officer for PIMS can log into the PIMS Portal with their log in credentials.
2) In the Menu section, click on Transaction>Employee Service Details
3) Search by Employee Code or Go for Advance Search (Recommended for Employee Code Search)
4) Click on Manage Details
5) Check the grid list of the page for further updates (**Please first refer to the NB in the next page**)
6) The following are the Service Case made available to be updated:
    i)   Absorbed or Induction to another Cadre
    ii)   Appointment/Re-appointment
    iii)   Attachment
    iv)   Death
    v)   Demotion
    vi)   Deputation
    vii)   Extension
    viii)   Leave Without Pay
    ix)   MACP
    x)   Normal Posting/Reversion/Cross Transfer
    xi)   Officiating Promotion
    xii)   Permanent/Confirmation
    xiii)   Promotion with posting/Placement
    xiv)   Promotion without posting/Placement
    xv)   Re-designation/Re-deployment
    xvi)   Regularisation
    xvii)   Regularization of Officiating Promotion
    xviii)   Reinstated/Conversion
    xix)   Resign/Inactive
    xx)   Retirement
    xxi)   Scale/ROP Change Scale
    xxii)   Suspension
    xxiii)   Termination
    xxiv)   Trade Change
    xxv)   Upgradation
    xxvi)   Voluntary retirement/Invalid Retirement

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NB:

1) The DDOs on updating these Service Details for an individual employee must keep in mind to update with the genuine Order No., Order Date, Effective Date and ROP (at that point of time).

2) For any employee, first update the most current Service Record so that the system can capture the current position. The rest may be updated sequentially.

3) If you find any Service Details already updated, avoid updating multiple times. If you come across any multiple entry, you may delete for such duplicity.

4) This exercise for the DDOs is to be conducted only for the Non-Gazetted employees.

5) The DDOs may list all those having double PIMS code indicating the genuine code and the one to be deleted. This list may be compiled and forwarded to the HOD for further forwarding to P&AR for necessary action.

6) Gazette shall be updated through Cadre Admin Access at the HOD Level.