

**User Documentation(Part-1)**

**Of**

**Personnel Information Management System**  
**(PIMS)**

**For**

**All Colleges under Higher Education Department, Odisha.**

**Version: 1.0**  
**28<sup>th</sup> November 2016**

*Prepared by:*

**National Informatics Center, Odisha**



# 1. General Information

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The Higher Education Department intends to implement the **Personnel Information Management System (PIMS)** in all the Colleges of the State. In current scenario the Department already has the database of all the information of personnel deployed at Government Colleges.

With the PIMS on-line operation, It will capture fast and real time information related various HR activities centrally at the College level. The idea behind this Application is to create a solid IT backbone with well- designed database which would be continuously updated with the information available from the application.

## 2. About National Informatics Centre (NIC)

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National Informatics Centre (NIC) is a premier Science and Technology Organization under the Department of Information Technology of the Government of India actively working for the past three decades in the area of Information and Communication Technology (ICT) Applications in the Government Sector. It has been providing network backbone and e-Governance support to Central Government, State Governments, UT Administrations, Districts and other Government bodies. It offers a wide range of ICT services including Nationwide Communication Network for decentralized planning, improvement in Government services and wider transparency of national and local Governments. NIC assists in implementing Information Technology Projects, in close collaboration with Central and State Governments, in the areas of (a) Centrally sponsored schemes and Central sector schemes, (b) State sector and State sponsored projects, and (c) District Administration sponsored projects. NIC endeavors to ensure that the latest technology in all areas of IT is available to its users.

## 3. Purpose of this Document

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The purpose of this User Manual is to summarize with screen shots, the methods to create , Update and Delete Records related to the Personnel Data attached with the Educational Institution enrolled under the Higher Education Department in a chronological and logical manner. This information database captures all relevant information of the Corresponding colleges like the college Code, College Name, College Location , College Type, Accreditation , Principals Name , DDO/Treasury Information etc along with Personnel Information like the Employee Basic Information ,Contact Information , Educational Information, Service History , Accounting , Promotion ,Research , Project and Awards related information details etc in an objective to manage the complete employee life cycle for processes like :-

- Monthly Paybill Generation
- Gradation List Generation
- Promotion Management
- Leave Management
- Retirement Benefits & Pension Management
- Transfer Management
- MIS report Generation.

The Content Admin can also manage dynamic contents of the web-site through authorized login from time to time in the chronological order so as to keep the information published by this official web site of the Higher Education Department to be Useful, informative and relevant for the Colleges as well as the Department itself.

This document will be handy in imparting training to concerned officers and staff of the field offices to ensure successful adaption of the software.

## 4. Scope of the Document

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The entire documentation process for PIMS is divided in two parts .The First Part(Part-1) , and the Second Part (Part-2) .The First part of the document will capture only the employee details and the College Details. Whereas the Second part of the Documentation will capture the Entire life cycle management of a particular employee like -

- Monthly Paybill Generation
- Gradation List Generation
- Promotion Management
- Leave Management
- Retirement Benefits & Pension Management
- Transfer Management
- MIS report Generation.

This document will outline the detailed Methods, Processes & Procedures supported with Screen shots & a list of do's & don'ts for up keeping and smooth running for the website in the long run and to keep it viable for all stake holders along with the Department itself.

It is proposed to use three interfaces viz. Login Interface for Super Admin to Manage overall process flow of the System, Content Admin Login to manage and upload content releases. And a College Login for managing Employee Records through College Login Interface.

To compile about 50000 employee data (both teaching and non-teaching) to be captured from the colleges, ensure the correctness of data through validation process by the authority. The data entry / updation will be done at respective Colleges level using web interface. The Principal / Nodal Officer of the College will ensure the correctness of relevant data entered.

**HOME Page** : In this main home page, basically two login sections are there : (1) **Login**- For Administration (2) **College Login** - For Colleges . In the upper corner of the screen, there is link for download the **User Manual** for PIMS.



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For any Technical query/support, Please drop a mail to [helpdeskpims\(at\)gmail\(dot\)com](mailto:helpdeskpims(at)gmail(dot)com)



## WELCOME TO PIMS

The Personnel Information Management System (PIMS) is a web based on-line tool for managing the process involved in the human resource management of different Government/Non-Government colleges under the Higher Education Department. It would help to capture fast and real time information related various HR activities centrally. The different process layers of the application are mapped with different hierarchy of users depending on different level of roles and privileges. The idea behind this application is to create a strong IT backbone with well-designed database which would be continuously updated with the information available from the application.

The objective of the web PIMS is

- To scale the PIMS application to all the colleges across the State.
- To build HR Decision Support System for the colleges and integrate with the presently running external applications.
- On-Line Transfer Posting Monitoring
- Online Salary Generation through the various DDO levels
- To develop a plan for filling future vacancies arising in these colleges

### Centralized Employee Profile



Authentic Users at college level can enter/update individual employee profile. Employee information such as Name, Employee ID, Date of Birth, Address, Spouse Details, Employment type, Designation, Qualification, Bank Information, Photo, contact details and other basic information will be updated centrally. Individual employee will have an access to update their individual information.



**Dr. Pradeep Kumar Panigrahy**  
Hon'ble Minister



**Shri G.V.V Sarma, IAS**  
Principal Secretary



**College Login**

Username

\*\*\*\*\*

Enter Captcha Code

9ZZC

SIGN IN CLEAR






#### USEFUL LINKS

University Grants Commission  
 NAAC  
 Council of Higher Secondary Education, Odisha

#### QUICK LINKS

Expression of Interest  
 Tender  
 Notification

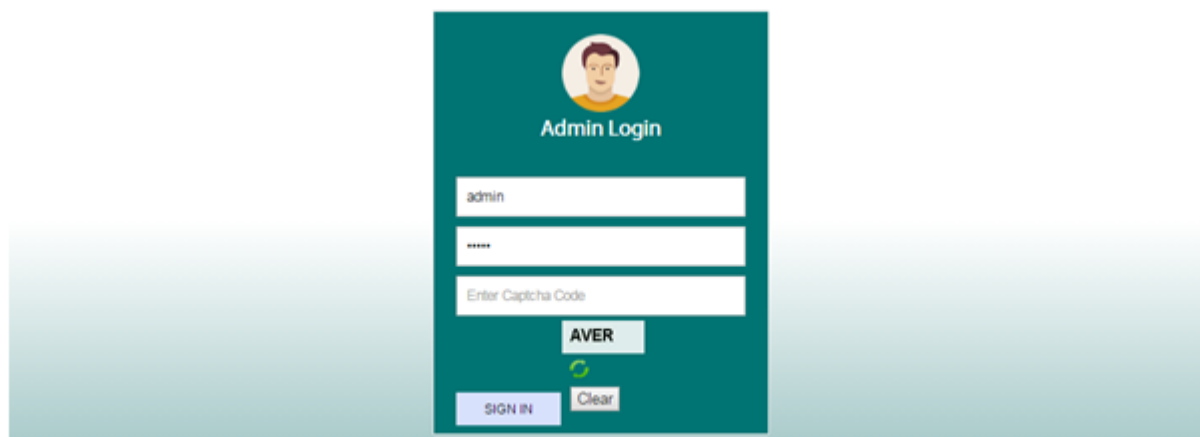
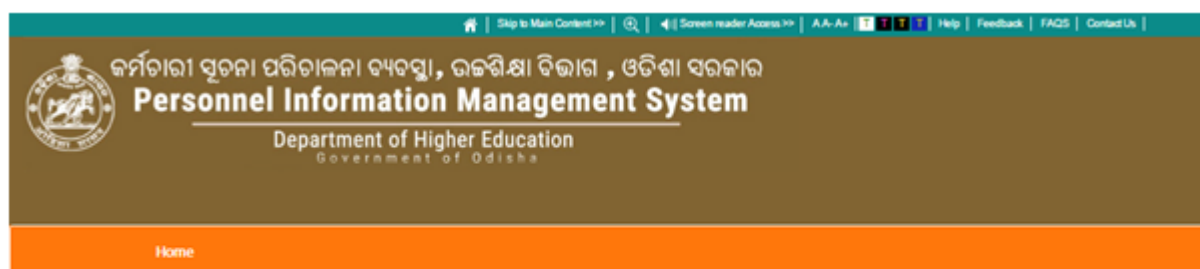
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## The Home Page

## The Admin Login Section



The admin will login in to the system by using credentials provided to the user and there by secure the credentials by changing password. This **Admin Login** is provided to **RDE, Bhubaneswar/ RDE,Sambalpur/ RDE,Berhampur** for adding new colleges under their jurisdiction.

After logging-in to the system the admin can create college logins by filling college details which is visible in the screen shot next. Also this section can be viewed/ updated by the concerned college after login in the **College Login** section with their college code.

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## Personnel Information Management System

Department of Higher Education  
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### College Information

College Code :	<input type="text" value="A01"/>		
College Name:	<input type="text" value="RDWU University"/>	District	<input type="text" value="Khurda"/>
College Type	<input type="text" value="Govt."/>	Block/ULB List	<input type="text" value="Bhubaneswar (MC)"/>
Category Type:	<input type="text" value="Autonomous"/>	AISHE Code	<input type="text"/>
Regional Directorate	<input type="text" value="Bhubaneswar"/>	Year of Establishment	<input type="text"/>
NAAC Accredition	<input type="text" value="A+"/>	UGC	<input type="text" value="UGC"/>

### Basic Information

Principal's Name	<input type="text" value="Sanjib Kumar Padhy"/>	Principal's Contact No	<input type="text" value="9990909090"/>
Principal's Email	<input type="text" value="principal@gmail.com"/>		

### No. of Employees

Sanctioned Teaching Post	<input type="text" value="12"/>	Sanctioned Non-Teaching Post	<input type="text" value="12"/>
Present Strength of Teaching Employees	<input type="text" value="12"/>	Present Strength of Non-Teaching Employees	<input type="text" value="21"/>
as on	<input type="text" value="31/11/2016"/>	as on	<input type="text" value="08/09/2015"/>


### DDO Information

DDO Treasury Code	<input type="text" value="ddo-02102"/>	DDO Designation	<input type="text" value="Principal"/>
DDO TAN No	<input type="text" value="tax1245812"/>		

### College Contact Information

Telephone No	<input type="text" value="0674224466"/>	DEO Contact No	<input type="text" value="999642315"/>
Admission (I/C) Contact No	<input type="text" value="9964551252"/>	Fax No	<input type="text" value="0674224466"/>
E-Mail	<input type="text" value="sdash3075@gmail.com"/>	Address	<input type="text" value="Bhubaneswar"/>
Website	<input type="text" value="rdwuniversity.nic.in"/>	P.S	<input type="text" value="Sahid Nagar"/>
		Pincode	<input type="text" value="751031"/>

College details to be filled in the above console . After filling up, press the **Submit** button to save the information and which can be viewed in the next screen for college details



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Colleges						
College Code	College Name	District	Block/ULB	ACTION		
1015101	Siddhi Vinayak Science College, Similipada	Angul	Angul	<a href="#">View</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
1015104	Sri Aurobindo College of +2 Sc. & Commerce, Khilari	Angul	Angul	<a href="#">View</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
1015105	Mahima Jyoti (Junior) Sc. College, Angul	Angul	Angul	<a href="#">View</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
1015103	Sriram Dev(Junior) Mahavidyalaya, Angul	Angul	Angul	<a href="#">View</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
1045102	Saraswati Shishu Vidyamandir +2 College, Gandhi Marg	Angul	Angul (NAC)	<a href="#">View</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>
1042201	Angul Mahila (Junior) Mahavidyalaya, Angul	Angul	Angul (NAC)	<a href="#">View</a>	<a href="#">EDIT</a>	<a href="#">DELETE</a>

The details can be centrally managed from the admin login with proper authentication , i.e. they can be Viewed , Edited and Deleted by hitting the respective button beside that particular college.

After landing on the home page the Colleges can enter Login with the Id & password in the respective login section of the Home Page specified as “College Login”.



## College Login

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Home About PIMS Organogram Forms RTI Tenders Notification Login

### WELCOME TO PIMS

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- To build HR Decision Support System for the colleges and integrate with the presently running external applications.
- On-Line Transfer Posting Monitoring
- Online Salary Generation through the various DDO levels
- To develop a plan for filling future vacancies arising in these colleges

### Centralized Employee Profile

Authentic Users at college level can enter/update individual employee profile. Employee information such as Name, Employee ID, Date of Birth, Address, Spouse Details, Employment type, Designation, Qualification, Bank Information, Photo, contact details and other basic information will be updated centrally. Individual employee will have an access to update their individual information.

**College Login**

Username  
Password  
Enter Captcha Code  
7T1E  
SIGN IN CLEAR

**LOCATION MAP**  
View larger map  
Council of Higher Secondary Education...  
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Infrastructure Assistance to Non Govt. Aided Colleges.  
Self-defence training programme of girl students in the state under State Youth Policy-2013.

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After Login with College Code and Password, One can view the **College Profile** after clicking on the **College Profile** Tab. Here one can Edit/Update the college details in the specified field. After updating the information, press **UPDATE** button to save the information.



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College Profile
Add Employee
View Employee
Password Change
Logout

**College Information**

College Code :	<input type="text" value="demo"/>		
College Name:	<input type="text" value="Demo"/>	District	<input type="text" value="Khurda"/>
College Type	<input type="text" value="Non Govt."/>	Block/ULB List	<input type="text" value="Bhubaneswar"/>
Category Type:	<input type="text" value="Select Category Type"/>	AISHE Code	<input type="text"/>
Regional Directorate	<input type="text" value="Bhubaneswar"/>	Year of Establishment	<input type="text" value="0"/>
NAAC Accredited	<input type="text" value="Select"/>	UGC	<input type="text" value="Select"/>

**Basic Information**

Principal's name	<input type="text" value="XYZ"/>	Principal's Contact No	<input type="text" value="0674000000"/>
Principal's Email	<input type="text" value="xyz@gmail.com"/>		

**No. of Employees**

Sanctioned Teaching Post	<input type="text" value="40"/>	Sanctioned Non-Teaching Post	<input type="text" value="15"/>
Present Strength of Teaching Employees	<input type="text" value="30"/>	Present Strength of Non-Teaching Employees	<input type="text" value="10"/>

**DDO Information**

DDO Treasury Code	<input type="text" value="NA"/>	DDO Designation	<input type="text" value="Principal"/>
DDO TAN No	<input type="text" value="NA"/>		

**College Contact Information**

Telephone No	<input type="text" value="674000000"/>	DEO Contact No	<input type="text" value="0"/>
Admission (I/C) Contact No	<input type="text" value="0"/>	Fax No	<input type="text"/>
E-Mail	<input type="text" value="xyz@gmail.com"/>	Address	<input type="text" value="Jayadev Vihar"/>
Website	<input type="text" value="NA"/>	PS	<input type="text"/>
		Pincode	<input type="text" value="0"/>

One can update the **Basic Information of an employee** after clicking on the **Basic Info** Tab. Here one can Add/Edit/Update the Basic Information of the Employee in the specified field. After

updating the information, press **INSERT** button to save the information

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College Profile Add Employee View Employee Password Change Logout

**Demo (Demo)**

**Basic Info** Contact Education Service Particulars History of Posting Account Training Promotion Research Project Research Award

**Basic Profile**

Employee Code: demoTS035

Full Name : Sele Full Name as in Service Book

Date Of Birth DD-MM-YYYY

Gender Male

Office Address Enter Address

Aadhaar Number

Marital Status Select

Domicile of Odisha : Yes

Nationality : Indian

Religion Select

Category/Group : Select

Blood Group Select

Chronic Diseases If Any Select

Language Known None selected

**Family Profile (Other Than Spouse)**

Name	Relation with Employee	Aadhaar No	Marital Status	Mobile No	Date of Birth	Dependent (Other than spouse)	Chronic disease
	Select		Select		DD-MM-YYYY	Yes	NO +

**Submit**

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The employee details are added through the form as is shown in the sample above. The system auto generates an employee code shown in the above screen shot. The Field Family Profile has multiple record entry facility after the single profile entry by default .This can be achieved by clicking the + button as shown. Then After filling the Employee details the **Insert** Button at the button has to be clicked.

Next in the process-flow the **Contact** tab gets activated and the Contact details of the employee can be posted.

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College Profile Add Employee View Employee Password Change Logout

**Demo (Demo)**

Basic Info **Contact** Education Service Particulars History of Posting Promotion Account Training Research Project Research Award

**Employee Code : demoTS003**

**Correspondence Address**

Name   
State   
District   
Plot/Road No   
City/Town/Village   
Ward No   
Pincode   
Police Station   
Contact No.

**Permanent Address**  
If Same Click Here : ☐

Name   
State   
District   
Plot/Road No   
City/Town/Village   
Ward No   
Pincode   
Police Station   
Contact No.

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The screen captures both Address for correspondence and Permanent address. The details will be filled as is shown and the **insert** button at the bottom be Clicked.

This will result in Activation of the Tab labeled **Education** and the corresponding form to capture the Educational Qualification Details starting from Matric/10th onwards to be updated as shown in the screen shot .

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College Profile Add Employee View Employee Password Change Logout

**Demo (Demo)**

Basic Info Contact **Education** Service Particulars History of Posting Promotion Account Training Research Project Research Award

**Employee Code : demoTS003**


Examination passed	Institute	University	Passout Year	Division/Grade	Distinction Obtained	Percentage
Select			DD-MM-YYYY			

update

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The default single record field for Educational Qualification details can be extended by clicking the  button as is demarcated. After filling the detailed educational details ,the **Insert** button to be clicked to save the records . Then

After the tab inscribed “**Service Particulars**” will be activated in which Service Particulars of the employee will be captured.

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College Profile Add Employee View Employee Password Change Logout

**Demo (Demo)**

Basic Info Contact Education **Service Particulars** History of Posting Promotion Account Training Research Project Research Award

**Employee Code : demoTS003**

Designation	Nature of Appointment	Appointment Order No	Date of Appointment	Date of Joining
Select	Select		DD-MM-YYYY	DD-MM-YYYY


update

india.gov.in dial.gov odisha.gov.in oddistricts.nic.in

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This form will record the Details of service Particulars like Designation, Nature of Appointment, Appointment Order No, Date of Appointment, Date of Joining etc. In the similar fashion Number of rows for records can be extended by clicking the  button. After inserting the details, the **Insert** button has to be clicked once to save the records.

Next in the sequence will be “**History of Posting**” tab will be activated to capture the posting details of the Employee as shown in the screen shot.

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College Profile Add Employee View Employee Password Change Logout

**Demo (Demo)**

Basic Info Contact Education Service Particulars **History of Posting** Promotion Account Training Research Project Research Award

**Employee Code : demoTS003**


College Name	Date of Joining	Date of Relieve	District	Transfer Order no. & Date	Date of Joining (in new College)	Post Held
<input type="text"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="Select Distric"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="Select"/>

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This form will capture details like College Name , Date Of Joining ,Date Of Relieve , District, Transfer Order No , Date Of Joining in the New college, Post Held etc. The corresponding entries are to done.

In the similar fashion Number of rows for records can be extended by clicking the  button. After updating the details , click on **UPDATE** button to save the information.

The next screen tab **“Promotion”** will be activated as shown in the next screen shot.



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College Profile Add Employee View Employee Password Change Logout

**Demo (Demo)**

Basic Info Contact Education Service Particulars History of Posting **Promotion** Account Training Research Project Research Award

**Employee Code : demoTS003**

Category of Post	Date of Promotion	Date of joining (Promoted Post)	Order no with Date
Select	DD-MM-YYYY	DD-MM-YYYY	

update

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Data related to Category of Post, Date of Promotion, Date of Joining and Order no with Date are to be entered in the respective fields. Inserting the records will result next section to be activated i.e. Account .The screen shot is as below-

**The Account Details Form** -This is the most important section of the application as it manages the compensation details paid to the employee with detail like Account No , HRMS ID(From Departmental MIS), PAN No, GIS , GPF , EPF NO along with complete Salary Brake-up details.

The screen shot shown below shows the Console for Entering Employee's Account details :-



The next Part will be to capture the **Training** received by a particular employee , which can be done through the console after clicking on **Training** Tab.

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College Profile Add Employee View Employee Password Change Logout

**Demo (Demo)**

Basic Info Contact Education Service Particulars History of Posting Promotion Account **Training** Research Project Research Award

**Employee Code : demoTS003**

Year	Type	Univ./Institute	From	To	Duration
<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

update

USEFUL LINKS  
 University Grants Commission  
 NAAC  
 Council of Higher Secondary Education, Odisha


QUICK LINKS  
 Expression of Interest  
 Tender  
 Notification

CONTACT US  
 Principal Secretary,  
 Department of Higher Education  
 Odisha Secretariate  
 Bhubaneswar, Odisha 751001

This form will capture all details like Year , Type of Training , University / Institution , From Date , To date and finally the Duration for such Training Program.

Filling This Form and Hitting the insert button will result in the activation of **Research** Tab and the corresponding form related to Research activity (if any) undertaken by the employee can be activated.

The form related to **Research activity** is shown in the next screen shot as below -



କର୍ମଚାରୀ ସୂଚନା ପରିଚାଳନା ବ୍ୟବସ୍ଥା, ଉଚ୍ଚଶିକ୍ଷା ବିଭାଗ , ଓଡ଼ିଶା ସରକାର  
**Personnel Information Management System**  
 Department of Higher Education  
 Government of Odisha

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### Demo (Demo)

Basic Info | 
 Contact | 
 Education | 
 Service Particulars | 
 History of Posting | 
 Promotion | 
 Account | 
 Training | 
 **Research** | 
 Project Research | 
 Award

**Employee Code : demoTS003**

Ph.D./D.Sc./D.Lit

Title of Thesis	Year Of Registration	PublDegree Awarding University	If Completed Year Of Award

Update

Publication:(Journal/Books)

Title	Journal	Page No	Vol No	Year	ISBN	Impact factor	Field of Specialization
	Journal	Page No	Vol. No	Year			

Update

Book Published





Title of the Book	Publisher	Year	Type of Book	Prescribed by any University
			Text Book	No

Update

Guidance (M.Phil, Ph.D, DLit & DSc)

Course	Name of the Student	Title of Thesis	Year	Unv Regd. No.	University Name	Status
Select			DD-MM-YYYY			Continuing

Update

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The research section contains multiple insert button for data related to PHD /DSs /D.Lit and contains fields like Title Of Thesis, Publication/Journal Books read and the details of the Research Guide with fields like Course , Name Of the Student , Title Of Thesis , Year , University Registration No, University Name and Status of the research(Whether under Scrutiny , approve or Awarded etc).

Filling the research related details will result in the activation of the tab Project **Research** which emphasizes on the particular Project related research with details like the Project Sponsorer , the Sponsorship Amount etc . The next screen shot in the series related to research is given as below-

**Personnel Information Management System**  
Department of Higher Education  
Government of Odisha

College Profile Add Employee View Employee Password Change Logout

**Demo (Demo)**

Basic Info Contact Education Service Particulars History of Posting Promotion Account Training Research **Project Research** Award

**Employee Code : demoTS003**

**Research Project**

Name of the Project Sponsoring Agency Amount Approved Year of Approval Status Co-Investigator if any

Update

**Conference/Workshop/Seminar**

Name Paper/Poster Presented If Yes, Title of the Paper/Poster Place From To Event Level

Update

**Provided Consultancy**

To Whom For What Duration

Update

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Bhubaneswar, Odisha 751001

This console also captures information related to **Conference/ Workshop / Seminar** attended or where the papers are presented along with details like Name of the conference , Papers/Poster presented , Title of the Paper , Venue details , Event Level etc.

After clicking the **Insert** button , the next screen to get activated is **Awards** received by the Employee(If any).The form lists field like Award Name, Award Year, Sponsoring Organisation, Purpose etc as shown below.

