



PIMS

Personnel Information Management System 3.0

Quick Start Guide (eOffice Usage, EMD Manager)

NIC-EOF-PIMS-QS-001





Amendment History

S. No.	Date	Application Version	Author	Amendments
1.	22 April 2021	3.0	oOffice Project Division	
2.	27 September 2021	3.2	eonice rioject Division	Delegation assignment intimation



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About

Personnel Information Management System (PIMS) v3.0 application has been developed for eFile v7.0 aims at storing data at the global level in any organization. The data is stored at the central level that can be accessed by all the applications of eOffice.

The interface allows the EMD Manager to create/update other employee's account and also to create/update the Post mapping with the Organisation Unit. EMD Manager has two roles.

- 1. Admin Creator: It creates/updates the employee account.
 - a) Creation of Employee Account.
 - b) Update details of an Employee Account.
 - c) Direct Transfer of Employee Account.
 - d) Employee to Organization Unit Mapping for an additional charge.
- 2. **Post Admin:** It creates/updates the Post mapping with the Organisation Unit.
 - a) Creation of Organization Unit and its hierarchy.
 - b) Creation of Root OU (Organization Unit).
 - c) Organization Unit Structure (Complete Structure).
 - d) Creation of Org Post Mapping and its hierarchy.
 - e) Root PD (Post Details).
 - f) Post Detail Structure (Complete Structure).
 - g) Employee to Org Post Mapping (Assignment / De-assignment).
 - h) Post Delegation (Assignment / De-assignment).

However, Admin Creator and Post Admin roles can be assigned to the same or different person based on requirements from the department. Roles can be switched from the options available under the username.



Admin Creator:

It deals with the data related to an Employee. Creates Employee Account and updates data related to personal details and service details.

Creation of Employee Account:

1. Login to eOffice Portal with the NIC Email Credentials (Fig.1).

	7×34	
a an	Powered by :	
	Welcome. Please sign-In	
	Enter User Name e.g. userld@domain.in	
	Enter Password	1000
	eoffice	
	A DIVERSE WORKING ACE SOLUTION	
	Help?	

Fig.1

2. Click the **Personnel Information Management System** (PIMS) link from the eOffice Portal Home Page left side menu **(Fig.2)**.

		हिन्दी () HOME	Q Search Here	Advar	eed Search • 🖉	QUICK LINKS
Calver Calver	n life with a mix of extraordinary genius and r	naive incompetence, a	nd it was often dif	ficult to tell wh	ch was which Douglas ু আৰ কা যৰে আ EVENTS • No Event Available	Adams
Employee Corner	eoffice.gov.in Report Issue Submit F	eedback eOffice Traini	ng Learning Resour	ces		

3. Click the **Employee Name** at top right corner to switch role, select **ADMIN CREATOR (Fig.3)**.

				SFARCH	USER			
Search Employee	Basic Employee Parameters	ivanced Employee Parar	meters	Januar		🖨 Ho	me	
Create New Employee	III Basic Employee Parameters							
Direct Transfer	Primary Organisation	↓ Sele	ect an option	Ŧ	Wrapper Organisation (Global)	Logged in As:	XDMIN CR	-
	Organisation Unit*	↓ Sele	ect an option	¥	Service"	O ADMIN CREAT	OR	-
	Cadre	↓ Sele	ect an option	*	Designation	 PUST ADMIN USER 		-
	Note- Either Wrapper Organisation	Organisation Unit or Se	rvice is mandatory.					
	SEARCH CLEAR						එ Log Out	
							Previous N	ext







- 4. Click **Create New Employee** tab from the left side menu for Employee Account creation.
- 5. Fill in all the mandatory and required fields' data, section-wise. i.e. Login Details, Designation Details and Organisation / Service Details. Then Click **NEXT** button **(Fig.4)**.

<u>e©ffice</u>	=	Personnel Information Management System	ABOUT 👻 EOFFICE ADMIN 👻
Q Search Employee		SEARCH USER	CREATE NEW USER 🗶
Create New Employee	Login Details Organisatio	on/Service Details Designation Details	
Direct Transfer	Login Type*	🔿 Temporary Login ID 🔵 NIC/Gov-LDAP ID 💿 Other Loca	ni LDAP
Θ	Login Id	⊥ support.eoffice Ldap.ld	T
	User Name *	工 eOffice Support Date of Birth*	11/10/1990 🝵 💼
	Email Id*	1 support.eoffice@nic.in Mobile Number	er I
	III Employee Basic Informatio	n	
	Appellation*	↓ Mr. × ▼ Name*	王 eOffice Support
	Gender*	↓ Male × ▼	
	Note- Either Login Id or Ldap-	Id is mandatory.	
			Previou. Next

Fig.4

6. Fill in all the mandatory and required fields' section-wise in Organisation /Service details. Then click the **NEXT** button **(Fig.5)**.

eOffice	=	Personnel Information Managem	ent System ABOU		2
Q Search Employee	SEA	ARCH USER	CREAT	TE NEW USER 🗙	
Create New Employee	Login Details Organisation/Servi	ice Details Designation Details			
Direct Transfer	Primary Organisation*	VIC DELHI × V	Wrapper Organisation(Global)*	VIC DELHI × V	
Θ	Organisation Unit*	TRAINING DIVISION × *	Service*	↓ CENTRAL GOVERNMEN× ▼	
	Service Cadre*	CENTRAL SERVICES × -	Date of Joining Govt Service*	01/01/2020	
	Source of Recruitment*	T DIRECT * *	Cadre Service Identification Number*	工 1234456	
	OU Employee Code*	I 1234456	Service Allotment Year*	I 2020	
				Previous Next	ソ

Fig.5

- 7. Fill in all the mandatory and required fields' section-wise in Designation details.
- 8. Click **Create User** button **(Fig.6)** to create the account in the Application.

eOffice	=	Personnel Information Management System	ABOUT 😒 NIC EOFFICE ADMIN 💌 🙎
Q Search Employee	SEARO	H USER	CREATE NEW USER 🗙
Create New Employee	Login Details Organisation/Service	Details Designation Details	
Direct Transfer	Designation*	EOFFICE ADMIN * * Appointment type*	UIRECT RECRUITMENT × ×
Θ	Designation Appointment Date*	01/01/2020 🗃 💼 Designation Joining Date*	01/01/2020
	Effective From Date*	01/01/2020 💼 💼 Under Probation	🔿 Yes 💿 No
			Previous Create User

Fig.6





Update details of an Employee Account:

1. Click **Search Employee** tab (Fig.7) from the left side menu for Employee Account search.

eoffice	=	ent System				
A Search Employee		SEARCH	USER			
	Basic Employee Parameters					
Create New Employee	III Basic Employee Parameters					
Direct Transfer	Primary Organisation	↓ NIC DELHI × ▼	Wrapper Organisation (Global)	+	Select an option	-
Θ	Organisation Unit*	TRAINING DIVISION × ▼	Service*	+	Select an option	*
	Cadre	↓ Select an option ▼	Designation	+	Select an option	•
	Note- Either Wrapper Organisa	ation, Organisation Unit or Service is mandatory.				
					Previous	Next

Fig.7

2. Search the concerned **Employee Account** with the filter of **Primary Organisation**, **Wrapper (Global) Organisation** or **Organisation Unit** and click the **Search** button (Fig.8).

eOffice	=			Personnel Info	ormation Man	agement Sy	stem				CE ADMIN 💊	
Q Search Employee						SEARCH USER						
A Croate New Employee	Basic Emp	loyee Parameters	Advanced B	imployee Parameters								
Create New Employee	III Basic	Employee Parame	ters									
Direct Transfer	Primary	Organisation		NIC DELHI	N.	× v Wra	apper Organisation (Glo	obal)	+	Select an option		•
	Organis	sation Unit"		+ TRAINING	DIVISION	× v Ser	vice*		+	Select an option		*
	Cadre			↓ Select an o	option		ignation		+	Select an option		•
	III Searc Show 10	h Employee							Searc	:h:		
	S.NO	EMPLOYEE CODE	EMPLOYEE NAME	DESIGNATION	SERVICE	CADRE	ORGANISATION UNIT	LOGIN ID	EMA	IL ID	ACTION	
	1	1234456	eOffice Support	EOFFICE ADMIN	CENTRAL GOVERNM ENT SERVI CES	CENTRAL SERVICES	TRAINING DIVISION	support.eoffice	suppo	ort.eoffice@nic.in		>
					Fig.8							

3. Click the **arrow** (→) button under **Action** column (Fig.9), the profile page of the Employee Account gets opened beside the Search User page.

eOffice				Personnel Info	ormation Man	agement Sy	rstem		~			
Q Search Employee			SEARCH US	ER			\sim	EOFFICE S	UPPORT	*		
Create New Employee	Basic Emp	loyee Parameters	Advanced I	Employee Parameters					_	/		
	iii Basic	Employee Parame	ters									
 Direct Transfer 	Primary	y Organisation		↓ NIC DELHI		× v Wra	pper Organisation (Glo	bal)	+	Select an option	•	
	Organi	sation Unit*		+ TRAINING	DIVISION	× v Ser	vice*		+	Select an option	*	
	Cadre			Select an o	option		ignation		+	Select an option	•	
	Note- E	nisation, Organisa	ation Unit or Service i	s mandatory.				Searc	h:			
	SNO.	EMPLOYEE	EMPLOYEE	DESIGNATION	SEDVICE	CADDE	ORGANISATION	LOGINID	EMA		ACTION	
	1	1234456	eOffice Support	EOFFICE ADMIN	CENTRAL GOVERNM ENT SERVI	CENTRAL	TRAINING DIVISION	support.eoffice	suppo	ort.eoffice@nic.in		





4. By clicking the Profile page the details of Employee gets displayed (Fig.10).



Fig.10

5. Click **Personal Info +** tab of the left side menu to open the personal details page wise (Fig.11).

eo	ffice		Pers	onnel Information Management	System			1
Person	al Info —		SEARCH USER			EOFFICE SUPPORT	×	
	unnio	III Employee Basic Info	rmation					
		No	may aOffice Support	DOB: 01/01/1000	Conders Male	0115	nalovos Cadar 4324456	
✓Biolog			signation: EOFFICE ADMIN	Login Id: support soffice	Gender. Male	00 11	npioyee Code. 1234430	
			algitution. Eor rice Abhint	Loginia, supporteonice				
✓Desig								
✓Deput								
✓Medal								
✓Salary								
✓Vigilar								
✓Family	y Member							
✓CGEC								
√Intern								

Fig.11

- 6. Click the required page to update required information. For eFile information in the following pages should be properly filled in:
 - Employee Information
 - Contact Info
 - Designation
 - ➢ Login ID



Direct Transfer of Employee Account:

When an Employee gets transferred from an **Organization** or **Organization Unit**, then the account of user needs to transfer from PIMS also. And before transfer, the users' account needs to be relieved from the mapped post.

Following are the steps of Employee Account Transfer:

1. Click **Direct Transfer** tab of the left side menu for Employee Account search (Fig.12).

e de entre de la composition		EARCH USER	DIRE	CT TRANSFER 🗶
Search Employee	III Basic Employee Parameters			
Direct Transfer	Primary Organisation*	Select an option	Wrapper Organisation (Global)	Select an option
	Organization Unit	Select an option	▼ Service*	Select an option
	Cadre	Select an option	- Designation	Select an option
	Employee Code	I	Employee Name	T
	Email-Id	T	Login-Id	T



2. Search the concerned **Employee Account** with the filter of **Primary Organisation**, **Wrapper (Global) Organisation**, or **Organisation Unit** and click the **Search** button (Fig.13).

earch Employee			580	ARCH USER					DIRECT TRA	NSFER	×	
Create New Employee	III Basic E	mployee Parame	ters									
Direct Transfer	Primary	Organisation*		+	NIC DELHI	× ×	Wrapper Organisa	tion (Global)		+	Select an option	v
	Organiza	tion Unit		+	TRAINING DIVISION	* *	Service*			+	Select an option	¥
	Cadre			+	Select an option	-	Designation			+	Select an option	*
	Employe	e Code		T			Employee Name			T		
	Email-Id			77			Lonin-Id			T		
	UNITE OF	Primary Organi	sation or Service is i	mandatory.						,A,		
	HI Search Show 10	CLEAR CLEAR Employee entries EMPLOYEE	EMPLOYEE	mandatory.	ORGANISATION			C 1007			Search:	
	HI Search Show (10 -	entries	EMPLOYEE NAME	LOGIN ID	ORGANISATION UNIT	SERVICE	DESIGNATION	CADRE	EMAIL-ID		Search:	

3. Click the **INITIATE TRANSFER** button under **Action** column, the transfer page gets opened in the pop-up window **(Fig.14)**.

eOf	fice	=	Personnel Informati	on Management System	about 🗙 Support-Sparticov 👻	
Q Search	III Employee Basic I	Information				
Create		Name: eOffice Support	DOB: 01/01/1990	Gender: Male	Employee Code: 1234456	
- Direct	41	Designation: EOFFICE ADMIN	Login-Id: support.eoffice			
۲	III Transfer Employe	60				
	Existing Organ	ization: TRAINING DIVISION	Select New Organization	Primary Organisation	↓ Select an option ▼	
	Wrapper Organ	nisation (Global)	Select an option	Organization Unit*	Select an option	
				シ	CLOSE	
	S	show [<u>10</u>	tries		Search:	

Fig.14



4. **The Existing Organization Unit** gets displayed. Selected New Organization Unit based on Primary and Wrapper Organization and click the **SAVE** button to transfer the Employee Account.

Employee to Organization Unit Mapping for additional charge:

When an employee gets an **additional charge (additional post)** for an **Organization Unit**, needs to map the unit with the Employee Account. So that it reflects in the unit for Post Assignment.

Following are the steps of Organization Unit Mapping:

1. Click the **Search Employee** tab of the left side menu for Employee Account search (Fig.15).

eOffice	=	Personnel Information Management System	ABOUT	~	NIC EOFFICE ADMIN	~	
9 Search Employee		SEARCH USER					
a contentanipation	Basic Employee Parameters	Advanced Employee Parameters					
Create New Employee	III Basic Employee Parameters						
Direct Transfer	Primary Organisation	Wrapper Organisation (Global)		¥	Select an option	•	
Θ	Organisation Unit*	TRAINING DIVISION × × Service*		ŧ	Select an option	•	
	Cadre	Select an option		ŧ	Select an option	•	
	Note- Either Wrapper Organis	ation, Organisation Unit or Service is mandatory.			Previous N	ext	

Fig.15

2. Search the concerned **Employee Account** with the filter of **Primary Organisation**, **Wrapper (Global) Organisation**, or **Organisation Unit**, and click the **Search** button (Fig.16).

				Personnel Inf	ormation Man	agement S	ystem		× .			٢.
arch Employee						SEARCH USER						
arch Employee	Basic Emp	loyee Parameters	Advanced F	Employee Parameters	6 - C							
eate New Employee	III Basic	Employee Parame	ters									
rect Transfer	Primary	Organisation		♦ NIC DELH	l.	× v Wr	apper Organisation (Glo	obal)	+	Select an option		Ŧ
	Organi	sation Unit*			DIVISION	× v Se	rvice"		+	Select an option		*
	10.0					De	signation		-	Control of the	1	
	Cadre Note- E	ither Wrapper Orga	anisation, Organisa	select an	option is mandatory.				+	Select an option		•
	Cadre	ither Wrapper Orga RCH CLEAR h Employee	anisation, Organisa	Select an	option is mandatory.				*	Select an option		•
	Cadre Note-E SEA III Searco Show 10	ither Wrapper Orga RCH CLEAR h Employee entries EMPLOYEE	anisation, Organisa	select an	option is mandatory.	•	ORGANISATION		* Sean	Select an option		
	Cadre Note-E SEA El Searco Show 10 S.NO	ther Wrapper Orga RCH CLEAR h Employee entries EMPLOYEE CODE	employee NAME	Select an ation Unit or Service DESIGNATION	option is mandatory. SERVICE	CADRE	ORGANISATION	LOGIN ID	* Sean	Select an option	ACTION	

3. Click the **arrow** (→) button under the **Action** column (**Fig.17**), the profile page of the Employee Account gets opened beside the search user page.

		Personnel Information Managemer	it System ABOU		
Q Search Employee		SEARCH USER	EOFFI	CE SUPPORT	
Create New Employee	Basic Employee Parameters	Advanced Employee Parameters			
Direct Transfer	Primary Organisation	↓ NIC DELHI × ▼	Wrapper Organisation (Global)	Select an option	-
Θ	Organisation Unit*	TRAINING DIVISION × ×	Service*	Select an option	*
	Cadre	Select an option	Designation	Select an option	
	Note- Either Wrapper Organisation	n, Organisation Unit or Service is mandatory.			



4. By clicking the profile page the details of Employee gets displayed (Fig.18).

	Pers	sonnel Information Managemer	nt System			
	SEARCH USER			EOFFICE SUPPORT	×	
III Employee Bas	Name: eOffice Support	DOB: 01/01/1990	Gender: Male	OU Em	ployee Code: 1234456	
	Designation: EOFFICE ADMIN	Login-ld: support.eoffice				
	E Employee Bas	E Pers	Personnel Information Management SEAKCH USER Employee Basic Information Mame: eOffice Support Dosignation: EOFFICE ADMIN Login-Id: support.eoffice	Employee Basic Information DOB: 01/01/1990 Gender: Male Designation: EOFFICE ADMIN Login-Id: support.eoffice Gender: Male	E Personnel Information Management System ALICUT ▼ EXACCI USER EOFFICE SUPPORT Iff Employee Basic Information Iff Employee Basic Information Designation: EOFFICE ADMIN Login.4d: support.eoffice	Image: Personnel Information Management System ABOUT V NEC EXPENSE SEARCH USER EXPENSE EXPENSE Image: eOffice Support DDB: 01/01/1990 Gender: Male OU Employee Code: 1234456 Designation: EOFFICE ADMIN Login:ld: support.eoffice OU Employee Code: 1234456

Fig.18

5. Click the **Personal Info +** tab of the left side menu to open the page-wise personal details (Fig.19).

eoffice		Pers	onnel Information Management	System			2
Personal Info -		SEARCH USER			EOFFICE SUPPORT	×	
	III Employee Basi	c Information					
Employee Information		Name: eOffice Support	DOB: 01/01/1990	Gender: Male	OU Er	nplovee Code: 1234456	
✓Biological Info		Designation: EQEFICE ADMIN	Login-ld: support.eoffice				
✓Contact Info							
✓Address Info							
✓Photograph							
✓Signature							
✓Designation							
✓Qualification							
✓Skill/Training							
✓Debarment							
✓Deputation							
✓Publications And Award							
Medal Decoration							
✓Salary							
✓Vigilance							
Family Member							
✓CGEGIS							
✓Service Record							
✓LTC							
✓Internal Audit							
Maminoo							

Fig.19

- 6. Click the **OU Assignment /De-Assignment** page to map the desired **Organization Unit** with the selected **Employee Account**.
- First, search the list of Organization Unit with filters of **Primary** and **Wrapper** Organization, then **move** the desired Organization Unit to the **right side** by clicking the (>>) button and then, click the **SAVE** button (Fig.20).



CALVERY 1			
	SEARCH USER		EOFFICE SUPPORT
n III Employee Ba	iic Information		
g	Name: eOffice Support DOB: 01/01/1990 Designation: EOFFICE ADMIN Login-Id: support.eoffice	Gender: Male	OU Employee Code: 1234456
oration III Assignment/D	e-Assignment of OU		
OU Assigned a nber Primary Organi	Creation: TRAINING DIVISION astion L+ NIC DELHI x v CLEAR V V V V	Wrapper Organisation (Global)	VIC DELHI × v
	OU List	OU Assigne	d
fication Advance ord Grown nent /De-	search OU here Aachaa Services Division (ASD) AADHAR ENABLED AUTHENTICATION DIVISION AADHAR ENABLED DIVOHENTICATION DIVISION AAcounts Internatics Division and PFMS AdMinistration. ACOUNTS INFORMATICS DIVISION Accounts Informatics Division and PFMS AdMINISTRATION-II AdMINISTRATION-II AdMINISTRATION-II AdMINISTRATION-III	Search OU here	

Fig.20



Post Admin:

It deals with the data related to Organization Units and Org Post mapping with their hierarchy.

Creation of Organization Unit and its hierarchy:

1. Click the **Employee Name** at the top right corner to switch roles, select **POST ADMIN (Fig.21)**.

eoffice	=	Personnel Information Manager	ent System	ABOUT V NIC EOFFICE ADMIN
Search Employee		SE/	RCH USER	
	Basic Employee Parameters	Advanced Employee Parameters		🖶 Home
Create New Employee	III Basic Employee Parameter	5		ADMIN CR
Direct Transfer	Primary Organisation	Select an option	Wrapper Organisation (Global)	Logged in As: #
Ð	Organisation Unit*	Select an option	Service*	
	Cadre	↓ Select an option ▼	Designation	USLA
	Note- Either Wrapper Organis	sation, Organisation Unit or Service is mandatory.		
	SEARCH CLEAR			🕑 Log Out
				Previous Next

Fig.21

- 2. Click the **Org Structure** tab under **Organogram** of the left side menu to Search an already created Organisation Unit **(Fig.22)**.
- 3. **Org Structure** contains the list of Organization Units in a Global/Wrapper Organization.
- 4. Further, the hierarchy of the Organization Unit can also be viewed from the selected Organization Unit.

ram =	III Search Organization					
ucture	Primary Organization	III NIC DELHI	x v	Wrapper Organization	III NIC DELHI	x v
u(Create/Edit)	Org Unit Name	EOFF		Is Root	0	
te Structure				DECE		
	III Organization List					
	III Organization List					. [
	III Organization List				Se	arch:
	III Organization List	ORG UNIT CODE	ORG UNIT NAME	ORG UNIT TYPE	Se PARENT ORG UNIT	ACTION
	III Organization List	ORG UNIT CODE	ORG UNIT NAME eOffice MMP Division	ORG UNIT TYPE Division	Se PARENT ORG UNIT O/o DDG(GKG)	ACTION C III
	III Organization List S.NO. 1 2	ORG UNIT CODE EOFFICE 0/o DDG(GKG)	ORG UNIT NAME eOffice MMP Division eOffice MMP, Smart	ORG UNIT TYPE Division Division GROUP	PARENT ORG UNIT O/o DDG(GKG) D.G. OFFICE	ACTION C III C III C III
	III Organization List SNO. 1 2 3	ORG UNIT CODE EOFFICE O/o DDG(GKG) NIC eOffice Admin	ORG UNIT NAME eOffice MMP Division eOffice MMP, Smart NIC eOffice Admin	ORG UNIT TYPE Division Division GROUP Division	PARENT ORG UNIT Ole DDG(GKG) D.G. OFFICE National Informatic	ACTION 2 ** 2 ** 2 **
	III Organization List SNO. 1 2 3 4	ORG UNIT CODE EOFFICE O/o DDG(GKG) NIC eOffice Admin eOPD	ORG UNIT NAME COTTICE MMP Division COTTICE MMP, Smart NIC COTTICE Admin COTTICE Project Divi	ORG UNIT TYPE Division Division Division Division Division	Se PARENT ORG UNIT O/o DDG(GKG) D.G. OFFICE National Informatic	ACTION 2* ** 2* ** 2* ** 2* ** 2* ** 2* **

Fig.22

5. Click the **edit** button beside Organisation Unit under the **ACTION** column to update the Organisation Unit name and its details **(Fig.23)**.

	III Search Organization					
	Primary Organization	NIC DELHI	x v	Wrapper Organization	III NIC DELHI	x v
Edit)	Org Unit Name	EOFF		Is Root	0	
re			-			
			SEARCH	RESET		
	III Organization List				Sea	arch:
	III Organization List	ORG UNIT CODE	ORG UNIT NAME	ORG UNIT TYPE	Sea	ACTION
	Grganization List S.NO.	ORG UNIT CODE EOFFICE	ORG UNIT NAME eOffice MMP Division	ORG UNIT TYPE Division	Sea	ACTION
	H Organization List S.NO. 1 2	ORG UNIT CODE EOFFICE 0/o DDG(GKG)	ORG UNIT NAME eOffice MMP Division eOffice MMP, Smart	ORG UNIT TYPE Division DIVISION GROUP	Sea PARENT ORG UNIT O/o DDG(GKG) D.G. OFFICE	ACTION C 11 C 11 C 11
	III Organization List S.NO. 1 2 3	ORG UNIT CODE EOFFICE O/o DDG(GKG) NIC eOffice Admin	ORG UNIT NAME eOffice MMP Division eOffice MMP, Smart NIC eOffice Admin	ORC UNIT TYPE Division DiVISION GROUP Division	See PARENT ORG UNIT Oro DDG(GKG) D.G. OFFICE National Informatic	ACTION @ #1 @ #1 @ #1 @ #1
	III Organization List SNO. 1 2 3 4	ORC UNIT CODE EOFFICE O/o DDG(GKG) NIC eOffice Admin eOPD	ORC UNIT NAME eOffice MMP Division eOffice MMP, Smart NIC eOffice Admin eOffice Project Divi	ORG UNIT TYPE Division Division Division Division	See PARENT OKG UNIT Olo DDG(GKG) D.G. OFFICE National Informatic National Informatic	ACTION 2 # 2 # 2 # 2 # 2 # 2 # 2 # 2 #







- 6. Click the **view Org Unit hierarchy** button beside Organisation Unit under **ACTION** column to view its hierarchy down the line or Create NEW Organisation Unit. To Create a NEW Organisation Unit, select the Parent Organisation Unit first.
- 7. Click the **Arrow** (>) button shows the child Organisation Unit(s) one level down the line. On the mousehovering above the rounded icon the option to Create **Child Organisation Unit** is displayed **(Fig.24)**.

<u>eOffice</u>	=	Personnel Information Management System	ABOUT 👻 NIC EOFFICE ADMIN 👻
👌 Post Echelon 🕈	Level Selected : 1 Selected Name: eOffice MMP Divis	ion OU Child Count: 1	Enable Shuffle 🛈 Primary Organization: NIC DELHI 📕 Other Primary Organization 📕
🌢 Organogram 🕈	PARENT OU (Level-1): O/o DDG(G Search Ou Name	PARENT OU (Level-2): eOffice MM Search Ou Name Action	
Θ	eOffice MMP Division Org Unit: eOffice MMP Division Entity Type: Division Active Since: Jun 28, 2020 Primary Org: NIC DELHI Additional Information +	Sparrow Sparrow Org Unit: Sparrow Entity Type: Division Active Since: Nov 23, 2020 Primary Org: NiC DELHI Additional Information +	

Fig.24

- 8. By clicking the **Create Child** option, the form to create a New Organisation Unit gets opened under the selected Parent Organisation Unit.
- 9. Fill in the mandatory fields section-wise and click the **SAVE** button **(Fig.25)**. The First section of the form is mandatory.

Primary Organization*	Wrapper Organization(Global)*		Org Unit Code*	
NIC DELHI ×	NIC DELHI	× ×		
Org Unit Name(English)*	Org Unit Name(Hindi)		Org Unit Name(Regional)	
From Date*	Parent Relation Type*		DDO*	
29/12/2020	Select an option	*	Select an option	*
Entity Type*				
Select an option	* Is Post Sanctioned			
Is Active				
rganization Unit Address Address Line 1*	Address Line 2		Country*	
rganization Unit Address Address Line 1*	Address Line 2		Country* Select an option	
Address Line 1*	Address Line 2		Country* Select an option	×
rganization Unit Address Address Line 1* State* Control on entrol	Address Line 2		Country* Select an option District	
Address Line 1* State* Select an option Privation	Address Line 2		Country* Select an option District Select an option	×
Address Line 1* State* Select an option Division Select an option	Address Line 2	2]]] T	Country* Select an option District Select an option Tehsil Select an option	
rganization Unit Address Address Line 1* State* Select an option Division Select an option Village	Address Line 2		Country* Select an option Congitude Congitude	* *
rganization Unit Address Address Line 1* State* Select an option Division Select an option Village Select an option	Address Line 2		Country* Select an option Select an option Select an option Select an option congitude	
rganization Unit Address Address Line 1* State* Select an option Division Select an option Village Select an option	Address Line 2 City Panchayat Select an option Latitude		Country* Select an option Select an option Fehsil Select an option .ongitude	e e e
rganization Unit Address Address Line 1* State* Select an option Division Select an option Village Select an option granization Unit Contact Info	Address Line 2 City Panchayat Select an option Latitude		Country* Select an option District Select an option Tehsil Select an option .ongitude	
rganization Unit Contact Info Contact Person* Catalogue Contact Person	Address Line 2 City Panchayat Select an option Latitude Contact Email*		Country* Select an option Select an option Fehsil Select an option congitude Contact Number*	

Fig.25



Root OU (Organization Unit):

It defines as the highest Organisation Unit in an Organisation from where the hierarchy starts. There can be multiple Wrapper (Global) Organisations in an eOffice instance but ideally, there should be only one root OU as the hierarchy needs to be maintained from the top Organisation Unit. It is generally created at the inception of a particular eOffice instance. Can be changed at a later stage but should be handled carefully.

1. Click the **Root OU (Create/Edit)** tab under Organogram of the left side menu to the checklist of Root OU **(Fig.26)**.

ost Echelon 🔸								
ganogram –	III Wrapp	per Organization List with	Root Organization Unit(If Pre	sent)				
Org Structure							Search:	
Root OU(Create/Edit)	S.NO.	WRAPPER ORG CODE	WRAPPER ORG NAME	PRIMARY ORG CODE	PRIMARY ORG NAME	ROOT ORG UNIT CODE	ROOT ORG UNIT NAME	ACTION
	1	EOPD	EOFFICE PROJ					
	2	600009	NIC DELHI	600009	NIC DELHI	NIC	National Infor	
	3	600011	NIC GUJARAT					6
	4	600031	NIC UTTAR PRA					6
	5	TEST-EOFFICE	TEST-EOFFICE	600009	NIC DELHI	TEST1-EOFFICE	TE ST EOFFICE	00



- 2. There is two action button under the Action Column:
 - a. <u>Create Root Organisation Unit</u>: For a newly created Wrapper Organisation, there is a provision to create the first OU as a root OU from here. Once a root OU is created can be edited also.
 - b. <u>Assign an existing Organisation Unit as Root:</u> If the OUs are already created in a Wrapper Organisation and the Root OU is not created yet then we can assign one of the OU as Root. Root OU can be de-assigned also if required.

Org Detail Tree:

It is the tree-like structure of Organization Units from the selected one for ease of understanding the hierarchy of Organization (Fig.27).





Creation of Org Post Mapping and its hierarchy:

- 1. Click the **Post Structure** tab under **Post Echelon** of the left side menu to Search an already created Org Post Mapping. **Post Structure** contains the list of Posts mapped with the Organization Units.
- 2. On selecting a particular post, the details of an employee mapped to that post are shown.
- 3. Further, the post hierarchy can also be viewed from the selected post.

		Р	ersonnel Informatio	on Management S	System				
III Search P	ost								
Primary Or	anization*		NIC DELHI	× •	Wrapper Organ	isation(Global)	m	Select an option	
Organisatio	n Unit	-	eOffice MMP Division		Post			Select an option	
Employee	ada	-			Employee Nam		m	Select an opport	
Employees	oue	ш			Chipioyee Nam	•	III		
Service		III	Select an option	*	Designation		III	Select an option	
Email									
III Organisa	ion List		(SEARCH	RESET			Saarch	
III Organisa	ion List		(SEARCH	RESET			Search:	
III Organisa S.NO.	Ion List	WRAPPER ORG	ORGANISATION	POST NAME	RESET	EMP NAME- SERVICE	EMP DESIGNATION	Search:	ACTION
III Organisa S.NO. 1	PRIMARY ORG NIC DELHI	WRAPPER ORG NIC DELHI	ORGANISATION UNIT eOffice MM	POST NAME INDIVIDUAL	EMP CODE	EMP NAME- SERVICE Yerur Siraj	EMP DESIGNATION SCIENTIST C	Search: EMP EMAIL siraj.ahmed	ACTION
III Organisa SNO. 1 2	PRIMARY ORG NIC DELHI NIC DELHI	WRAPPER ORG NIC DELHI NIC DELHI	ORGANISATION UNIT eOffice MM eOffice MM	POST NAME INDIVIDUAL INDIVIDUAL	EMP CODE 6123 6519	EMP NAME- SERVICE Yerur Siraj Subramania	EMP DESIGNATION SCIENTIST C SCIENTIST C	Search: EMPEMAIL siraj.ahmed	ACTION 11 11
III Organisa SNO. 1 2 3	Ion List PRIMARY ORG NIC DELHI NIC DELHI NIC DELHI	WRAPPER ORG NIC DELHI NIC DELHI NIC DELHI	ORGANISATION UNIT ©Office MM, ©Office MM,	POST NAME INDIVIDUAL INDIVIDUAL INDIVIDUAL	RESET EMP CODE 6123 6519 5591	SERVICE Yerur Siraj Subramania Pankaj Kum	EMP DESIGNATION SCIENTIST C SCIENTIST C SCIENTIST C	Search: EMPEMAL siraj.ahmed p.khetwal@	ACTION 12 22 23
III Organisa SNO. 1 2 3 4	Ion List PRIMARY ORG NIC DELHI NIC DELHI NIC DELHI	WRAPPER ORG NIC DELHI NIC DELHI NIC DELHI NIC DELHI	CRCANISATION UNIT eOffice MM eOffice MM eOffice MM	POST NAME INDIVIDUAL INDIVIDUAL INDIVIDUAL INDIVIDUAL	F8:SET EMP CODE 6123 6519 5991 6355	EMP MAME- SERVICE Yerur Siraj Subramania Pankaj Kum Anu Neelam	EMP DESIGNATION SCIENTIST C SCIENTIST C SCIENTIST C SCIENTIST C	Search: EMP EMALL Siraj.ahmed ms.mani@n p.khetwal@ anu.neelam	ACTION 12 13 11 11 12
III: Organisa S.NO. 1 2 3 4 5	Ion List	WRAPPER ORG NIC DELHI NIC DELHI NIC DELHI NIC DELHI NIC DELHI	CIRCAMISATION UNIT eOffice MM eOffice MM eOffice MM eOffice MM	POST NAME INDIVIDUAL INDIVIDUAL INDIVIDUAL INDIVIDUAL INDIVIDUAL	RESET EMP CODE 6123 6519 5991 6355 7099	EMP MAME- SERVICE Yerur Sira]-,- Subramania Pankaj Kum Anu Neslam Ruby Gol ,	ExeP DESIGNATION SCIENTIST C SCIENTIST C SCIENTIST C SCIENTIST C SCIENTIST B	Search: EMP EMALL Siraj.ahmed p.khetval@ anu.neelam ruby.goel@	ACTION 11 22 12 11 12 12



5. By clicking the **Arrow** (>) button shows the **child Org Post Mapping(s)** one level down the line. On the mouse hovering above the rounded icon the option to Create Child Org Post Mapping is displayed **(Fig.29)**.

		Personnel Information Management System	ABOUT 🌱 SUPPORT-SPARROW 👻 🤰
🛔 Post Echelon 😑	Selected level: 1 Post Detail child count:	0 Selected Post Detail: INDIVIDUAL(eOffice MMP Division)	Enable Shuffle Ø
VPost Structure VRoot PO(Create/Edit) VPost Detail Tree Organogram *	Parent (Level-1): - Search Post NDIVIDUAL - Shri. Nirv Description : INDIVIDUAL Org Unit : eOffice MMP Divis Rank : NOT AVAILABUE Posted Since] Year: 11:45:2017 4 Employee Information +	Action C Relieve employee Active Criate Child Post Create Child Post Create Child Post H Previous Employees	

Fig.29

6. By clicking the **Create Child** option, the form to create a New Org Post Mapping gets opened under the selected Parent Org Post Mapping. Fill in the mandatory fields and click the **SAVE** button **(Fig.30)**.

SI F	Primary Organization	NIC DELHI	x v	Wrapper Organization(Global	NIC DELHI	×	Organization Unit ^e	eOffice MMP Division	x v	
P9	Post Name [*]	Select an option	*	Post Rank*	Select an option		Post Category*	Select an option	¥	. 1
F	From Date*	18/01/2021		Remarks						. 1
Ŀ	Is Active	YES								. 1
l:	ls Post Sanctioned	NO								. 1
									\frown	







Employee to Org Post Mapping Assignment:

1. On Mouse-hovering on the **Action** button of the selected **Org Post mapping**, an option of **Assign Employee** is available to assign an employee if no one is assigned to it yet **(Fig.31)**.

eOffice	=	Personnel Information Management System	ABOUT 🛩 SUPPORT-SPARROW 🛩 🙎
Post Echelon * Organogram *	Selected level: 1 Post Detail child count: Paran (Level: 1: Search Post INDVIDUAL: Shriman Description: INDVIDUAL Description: INDVIDUAL Parant Single Children (Level: 105:00) Parant Single Versit 105:00) Parant Single Versit 105:001 4 Employee Information	2 Selected Post Detail: INDIVIDUAL.(cOffice MMP Division) Parent (Level 2): INDIVIDUAL.coffice MMP Division) Parent (Level 2): INDIVIDUAL.coffice Search Post. COMMASSOORER Description : COMMISSIO Rank: NOT AVAILABLE Postor Soft Since (Year 10 Section 10: 2016): TRAINING DIVISI Rank: NOT AVAILABLE Postor Denidor Soft Since (Year 10) Autom	Enable Shuffle O

Fig.31

2. Search the concerned **Employee** with the filter of **Primary Organisation** or **Wrapper (Global) Organisation and Organisation Unit, etc (Fig.32)**.

Prin Orgi Desi	ary anization ignation	NIC DELHI Note:This field Select an op	is in read-only mode	-	Wrapper Organization Service	NIC DELHI Note:This field is in read-only mode Select an option	× •	Organisation Unit Cadre	TRAINING DIVISION Note:This field is in read-only mode Select an option	* *
Emp Cod	e e				Employee Name	PRIYANK		Email		
III Emplo	empLoy	EE CODE	EMPLOYEE NAME	DES	IGNATION	SERVICE	CAL	DRE	EMAIL	ACTION
1	6501		Priyanka Tiwari	SCIE	NTIST B	CENTRAL GOVERNMENT S	CE	ITRAL SERVI	priyanka.tiwari@n	

Fig.32

- 3. Click the **Continue** button **(Fig.32)** under the Action button for Employee Assignment to the particular **Org Post mapping**.
- 4. Fill in the **Employee Assignment Details** and upload an order copy (Fig.33).

Primary	NIC DELHI	× -	Wrapper	NIC DELHI	× *	Organisation	TRAINING DIVISION	× *
Organization	Note: This field is in read-only mo-	de	Organization	Note: This field is in read-only mode		Unit	Note: This field is in read-only me	ode
Designation	Select an option	*	Service	Select an option	Ŧ	Cadre	Select an option	*
Employee			Employee	PRIYANK		Email		
Nature of Posting *	REGULAR	* *	Post Info(En) *	TRAINING DIVISION (SCIENTIS	ST B)	Post Info(Hi)		
Nature of	nent Details 🚯 6501 - Priyanka T	wari - SCIENTIST B	Post			Post		
Post			Is Primary			ls Ou	D	
Info(RI)						Head		
Marking Abbr. *	SCI-B(PT)-TD		Order Number*	46A-111		Order Date *	01/02/2021	#
Assignment Document	Choose File NOT_AVAI	LABLE pdf						
				ASSIGN	>			

5. Click the Assign button to assign an Employee to the Org Post mapping (Fig.33).



Employee to Org Post Mapping De-Assignment:

1. On Mouse-hovering on the Action button of the selected **Org Post mapping**, an option of **Relieve Employee** is available for Employee De-Assignment from a particular **Org Post mapping** if an employee is already assigned to it **(Fig.34)**.



Fig.34

2. Fill in the Relieving Information Details and upload an order copy (Fig.35).

eQf	fice	=	Person	nel Information Management System		ABOUT 😽	SUPPORT-SPARROW	
🌢 Post Ec	& Relieve Employee	(Priyanka Tiwari) from Post (SCIENTIST B) under Org I	Jnit (TRAINING DIVISIO	N)				iffle D
Organo	Relieving Document	Choose File NOT_AVAILABLE pdf	Order Number	47A-III	Order Date	09/02/2021	CLOSE	
		Posted Since Year : 11-05-2017 4 Employee Information +	Posted S	Since Year : 0				
				Fig.35				

3. Click Relieve button (Fig.35) to relieve an Employee from the Org Post mapping.



Post Delegation Assignment / De-assignment:

1. On Mouse-hovering on the Action button of the selected **Org Post mapping**, an option of **Delegation Workbench** is available to assign/de-assign delegation for a particular **Org Post mapping** if an employee is already assigned to it **(Fig.36)**.

eOffice	=	Personnel Information Management System	ABOUT 💙	SUPPORT-SPARROW 👻 🚦
🌢 Post Echelon 🗧	Selected level: 1 Post Detail child coun	1: 2 Selected Post Detail: INDIVIDUAL(eOffice MMP Division)		Enable Shuffle D
 ✓ Post Structure ✓ Root PD(Create/Edit) ✓ Complete Structure 	Parent (Level-1): - Search Post INDIVIDUAL - Shriman	Parent (Level-2): INDIVIDUAL - eOf Search Post		
Crganogram +	No Prohie Image Image Posted Since Year:11:05:2017 4 Employee Information +	Bescription : COMMISSIONER Org Unit : O/o COMMISSIONER Posted Since Year : 0 SCIENTIST B - Ms. Priy Description : SCIENTIST B Morrolle Image Org Unit : TRAINING DIVISI Rank : NOT AVAILABLE Posted Since Year : 0 College and Control of College Post College and College and Colle	sus Employees	

Fig.36

- 2. Click **Modify/De-Assign Delegated To** tab **(Fig.37)** to check whether delegation for this post is already active.
- 3. The **To Date** can be updated to increase the delegation period. And **Delegation** can be **de-assigned** from here also after completion of the delegation period.

	eOffice	=		Personnel Information Management System	ABOUT 👻	SUPPORT-SPARROW 👻	8
A p	Assign Delegated To	Modify/De-Assign Delegated To	Delegated To History	Modify/De-Assign Delegated Through			b
å (E Current Delegations for	or Post (SCIENTIST B) under Org Unit	(TRAINING DIVISION)				
Ð	No Current Delegations.						
						CLOSE	
				E:~ 27			

Fig.37

4. Click **Assign Delegated To** and search the **Org Post mapping** to whom the delegation is to be assigned **(Fig.38)**.

III Search Post for Delegatio	n Org Post Mapping - TRAINING DIVI	SION(SCIENTIST B)						
Primary Organization*		NIC DELHI	x v	Wrapper Organization(Global)		III	Select an option	•
Organisation Unit		eOffice MMP Divisi	on × v	Post Name		III	I	
Employee Code				Employee Name			ANU	
Service		Select an option	¥	Designation			Select an option	¥
Email								
			SEARCH	RESET				
III Org Post Mapping List							Search:	
III Org Post Mapping List								
III Org Post Mapping List	WRAPPER ORG	ORGANIZATION	POST NAME	EMP CODE	NAME-SERVICE	DESIGNATION	EMAIL	ACTION

Fig.38



5. Click the **DELEGATE** button under the **Action** tab to assign delegation for a particular **Org Post mapping** (Fig.39).

	=		Personnel Informatio	n Management Syste	em		ABOUT 🐓	SUPPORT SPARROW
Assign Delegated To	Modify/De-Assign Delegated To	Delegated To Histo	ry Modify/De-Assign Delegat	ed Through				
III Search Post for Del	egation Org Post Mapping - TRAINI	G DIVISION(SCIENTIS	т в)					
Primary Organization*		III NIC DELHI	x v	Wrapper Organizatio	on(Global)		Select an option	•
Organisation Unit		eOffice MMF	P Division x v	Post Name				
Employee Code				Employee Name			ANU	
Service		Select an op	•	Designation			Select an option	v
Email								
			SEARCH	RESET				
Delegation Type *	SIGNATORY		From * 15/02/2021		To " 19/	02/2021	*	SUBMIT
							-	
III Org Post Mapping L	ist							
							Search:	
	WD1 0050 000	ORGANE	ZATION POST NAME	EMP CODE	NAME-SERVICE	DESIGNATION	EMAIL	ACTION
S.NOPRIMARY ORG	WRAPPER ORG	1000000						



- 6. Click **Submit** button **(Fig.39)** by selecting the **Delegation Type** and **From & To dates**.
- 7. On completion of the delegation period, the delegation will be de-assigned automatically.

Note:

Email & SMS alert intimation message will be sent for delegation assignment to both Employees i.e. delegated from & delegated to (If configured).



Root PD (Post Details):

- 1. It defines the highest post of the office instance and its creation is mandatory under every eOffice instance.
- 2. There can be multiple Wrapper (Global) Organisations in an eOffice instance but there can be only one Root PD as the hierarchy needs to be maintained from the highest Post. It is generally created at the inception of a particular eOffice instance. Can be changed at a later stage but should be handled carefully.

	=	Personnel Information Management System			8
🛔 Post Echelon 😑	Note: Root PD present, you can hit edit button to update it!				
✓ Post Structure	III Create/Edit Root Post Detail				
Root PD(Create/Edit)	and the second se	the second se			
✓Post Detail Tree	Note: Root PD present, you can hit edit button to update it!	EDIT REPLACE RESET			
🛔 Organogram 🕈					
Θ					

Fig.40

Post Detail Tree:

It is the tree-like structure of Post Details from the selected one for ease of understanding the hierarchy of Post in an Organization.

eOffice		Personnel Information Management System		SUPPORT-SPARROW 💌	2
A Post Echelon -	III Post Detail Tree				
✓Post Structure ✓Root PD/Create/Edit)	Primary Organization*	III TELECOM REGULATOR x v Organisation Unit*	or (Admin & IR) × ×		
Post Detail Tree Organogram +	Org Post Mapping*	Image: Olio Advisor (Admin & IRx Vumber of Level* Image: 5	×	SHOW	
e					
		Finance(DEPUTY ADVISOR (FINANCE))	mai Audit/SBO (IA))		
		International Relations(Deputy Advisor (IR))	mational Relations/PERSONAL ASSISTANTI		
		Olo Joint Advisor (Coord)(JOINT ADVISOR (COORDINATION))	Advisor (Admin & IR)(PRIVATE SECRETARY))	
		O/o Joint Advisor(GA)(JOINT ADVISOR (GA))			
	O/o Advisor (Admin & IR)(Advisor (Admn & IR))	0			
		O/o Joint Advisor(Library)(JOINT ADVISOR (LIBRARY)) O			
		O/o Joint Advisor(MR)(JOINT ADVISOR (MR))			
		Olo Joint Advisor(OL)(JOINT ADVISOR (OL))			
		Olo Joint Advisor(PR)(Joint Advisor (PR))			
		Olo Joint Advisor(RTI)(JOINT ADVISOR (RTI))			

Fig.41

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