



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	eOffice Project Division	



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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.



I. Admin Creator:

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

a. Creation of Employee Account:

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

Powered by:
Welcome. Please sign-in
Enter User Name e.g. useridi@domain.in
Enter Password
Stay signed in O NEXT O
Help?

Fig.1

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

		हिन्दी	Q Search Here	Advan	ced Search 👻	P 🛛 🗸 🕲 Logout
		HOME	DIRECTORY		EMPLOYEE SER	
Quote of the week He attacked everything in	life with a mix of extraordinary genius and	I naive incompetence,	and it was often dif		:h was which Do w আज কা মাৰু	uglas Adams
eOffice Services File Management System	Nouce Board			^		
eFile MIS Reports Mnowledge Management System					EVENTS	ble
Personnel Information Management System Macter Data Management						
Other Services Finance Services						0
E Download Forms						(more >
α.	Connect					
-			0			
ی آه≣ Employee Corner	eoffice.gov.in Report Issue Submit	Feedback eOffice Train	ing Learning Resou	rces		
office.ladakh.gov.in/PortalRedirect/PISRedirect.php		74~ 0				

- Fig.2
- 3. Click the Employee Name at top right corner to switch role, select ADMIN CREATOR (Fig.3).

Basic Employee Parameters	Advanced Employee Par	rameters			🖨 Ho	ome	
III Basic Employee Parameters	ŝ					ADMIN CR	
Primary Organisation	se se	alect an option	v	Wrapper Organisation (Global)	Logged in As:	×	
Organisation Unit*	↓ 56	elect an option	Ŧ	Service*		ror	
Cadre	↓ Se	elect an option	×	Designation	USER		
Note- Either Wrapper Organis	ation, Organisation Unit or	Service is mandatory					
SEARCH CLEAR						🖒 Log Out	
						Drevious	lext
	Primary Organisation Organisation Unit" Cadre Note- Either Wrapper Organis	Organisation Unit"	Primary Organisation Select an option Organisation Unit* Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option Select an option 	Primary Organisation Select an option Organisation Unit*	Primary Organisation Select an option Wrapper Organisation (Global) Organisation Unit* Select an option Service* Cadre Select an option Designation Note-Ether Wrapper Organisation, Organisation Unit or Service is mandatory. Designation	Primary Organisation Select an option Wrapper Organisation (Global) Service* Cadre Select an option Select an option Besignation Service* User User User User Service* User User User Service* User User Service* User User User User Service* User User User User 	Primary Organisation Organisation Unit" Cadre Nole- Ether Wrapper Organisation, Organisation Unit or Service is mandatory. Service" Designation Nole- Ether Wrapper Organisation, Organisation Unit or Service is mandatory.





- 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)**.

eOffice		Personnel Information Management System	ABOUT 👻 NIC EOFFICE ADMIN 👻 🤶
Q Search Employee	SEARCH USE	R	CREATE NEW USER 🗙
Create New Employee	Login Details Organisation/Service Detail	s Designation Details	
	III Login Details		
Direct Transfer	Login Id	T support.eoffice	T
Θ	User Name *	王 eOffice Support Date of Birth*	01/01/1990
	Email Id*	王 support.eoffice@nic.in Mobile Number*	王 9876543210
	III Employee Basic Information		
	Appellation*	Mr. × v Name*	王 eOffice Support
	Gender*	Hale × V	
	Note- Either Login Id or Ldap-Id is mandatory		
			Previous

Fig.4

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

Search Employee	58	ARCH USER		CREATE NEW US	ER 🗙
	Login Details Organisation/Serv	vice Details Designation Details			
Create New Employee	III Organisation/Service Details				
Direct Transfer	Primary Organisation*	VIC DELHI	× v Wrapper Organisation(Glo	obal)*	NIC DELHI ×
Θ	Organisation Unit*	+ TRAINING DIVISION	× v Service*	+	CENTRAL GOVERNMEN×
	Service Cadre*	CENTRAL SERVICES	× v Date of Joining Govt Serv	lice* 01/0	1/2020
	Source of Recruitment*	I DIRECT	× v Cadre Service Identification	on Number*	1234456
	OU Employee Code*	工 1234456	Service Allotment Year*	T	2020

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.

A DIGITAL WORKPLACE SOLUTION	=	Personnel Information Management System	
Search Employee		RCH USER	CREATE NEW USER 🗙
Create New Employee	Login Details Organisation/Servic	ce Details Designation Details	
Direct Transfer	Designation*	EOFFICE ADMIN * Appointment type*	UIRECT RECRUITMENT × V
	Designation Appointment Date*	01/01/2020	ate* 01/01/2020 🗮 🗂
	Effective From Date*	01/01/2020	🔿 Yes 💿 No

Fig.6



b. Update details of an Employee Account:

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

eoffice	=	em About 🐱 Nic Eoffice /		
Search Employee		SEARCH USER		
	Basic Employee Parameters	Advanced Employee Parameters		
Create New Employee	III Basic Employee Parameters	S		
Direct Transfer	Primary Organisation	Vrapper	er Organisation (Global)	-
Θ	Organisation Unit*	TRAINING DIVISION × × Service	e* Select an option	
	Cadre	Select an option	Action Select an option	
	Note- Either Wrapper Organis	sation, 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	rmation Man	agement Sy	/stem					
Search Employee						SEARCH USER						
	Basic Empl	ioyee Parameters	Advanced E	mployee Parameters								
Create New Employee	III Basic	Employee Paramet	ters									
Direct Transfer	Primary	Organisation		♦ NIC DELHI		× v Wra	apper Organisation (Glo	obal)	+	Select an option		-
	Organis	ation Unit*		+ TRAINING	DIVISION	× v Ser	vice*		+	Select an option	-	.)
	Cadre			Select an o	ption	- Des	signation		+	Select an option		ni -
	Note- Fi		nisation, Organisa	ation Unit or Service is								
	SEAF	CLEAR CLEAR	nisation, Organisa						Sea	rch:		
	SEAF	CLEAR CLEAR	EMPLOYEE NAME			CADRE	ORGANISATION	LOGIN ID	Sear	rch:	ACTION	

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

<u>eOffice</u>	=			Personnel Info	ormation Man	agement Sy	ystem					
Q. Search Employee			SEARCH US	ER			\sim	EOFFICE S	UPPORI	*		
Create New Employee		loyee Parameters		Employee Parameters				_	_	~		
Direct Transfer		Employee Parame	ters									
	Primary	Organisation		NIC DELHI		× v Wr	apper Organisation (Glo	obal)	ŧ	Select an option	v	
	Organis	sation Unit"		↓ TRAINING	DIVISION	× v Sei	rvice*		ŧ	Select an option	*	
	Cadre			Select an o	option	The Des	signation		+	Select an option	*	
	SEAL	RCH CLEAR	inisation, Organis	ation Unit or Service i	s mandatory.				Sear	chu		
		EMPLOYEE	EMPLOYEE			1	ORGANISATION		Jean			6
	S.NO	CODE	NAME	DESIGNATION	SERVICE	CADRE	UNIT	LOGIN ID	EM	AIL ID	ACTION	
	1	1234456	eOffice Support	EOFFICE ADMIN	CENTRAL GOVERNM ENT SERVI CES	CENTRAL SERVICES	TRAINING DIVISION	support.eoffice	supp	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).

eOffice	=	Per	sonnel Information Management	System			1
Personal Info -		SEARCH USER			EOFFICE SUPPORT		
	III Employee Basic Inform	nation					
 Employee Information Biological Info Contact Info Address Info 		e: eOffice Support ignation: EOFFICE ADMIN	DOB: 01/01/1990 Login-Id: support.eoffice	Gender: Male	OU Emple	oyee Code: 1234456	
 ✓Photograph ✓Signature ✓Designation 							
✓Qualification ✓Skill/Training							
Debarment Deputation Publications And Award							
 Publications And Award Medal Decoration Salary 							
IVigilance I Family Member							
✓CGEGIS ✓Service Record							
✓LTC ✓Internal Audit							

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



c. 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. Please refer *Employee to Org Post Mapping De-Assignment* in page number 18

Following are the steps of Employee Account Transfer:

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

eOffice		Personnel Information Manage	ment System A	
Search Employee		SEARCH USER		IRECT TRANSFER X
Create New Employee	III Basic Employee Parameters			
Direct Transfer	Primary Organisation*	Select an option	Wrapper Organisation (Global)	Select an option
Θ	Organization Unit	Select an option	Service*	Select an option
	Cadre	Select an option	Designation	Select an option
	Employee Code	T	Employee Name	T
	Email-Id	T	Login-Id	I



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).

Office				Pe		n Management	System					
arch Employee			589	ARCH USER					DIRECT TRANS	ER X		
eate New Employee	III Basic Em	ployee Paramet	ers									
ect Transfer	Primary Or	janisation*		↓ N	IIC DELHI	x -	Wrapper Organisat	tion (Global)		↓ s	elect an option	*
	Organizatio	n Unit		4 Т	RAINING DIVISION	* *	Service*			↓ s	elect an option	-
	Cadre			↓ [5	elect an option	-	Designation			↓ s	elect an option	
	Employee C	ode		т			Employee Name			т		
	Email-Id			x			Login-Id			T		
	SEARCH III Search Er	CLEAR	ation or Service is I	nanoatory.							Search:	
	Show 10 🗸	10.000 000 000 000 000 000 000 000 000 0			ODCANEATON				2			
		entries EMPLOYEE CODE	EMPLOYEE NAME	LOGINID	ORGANISATION UNIT	SERVICE	DESIGNATION	CADRE	EMAIL-ID		ACTION	

Fig.13

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

eOff	fice	=	Personnel Information	n Management System	ABOUT 🗙 SUPPORT SPARRO	w 📉 🙎
 Q. Search Create Direct 1 	III Employee Basic Ir	formation Name: eOffice Support Designation: EOFFICE ADMIN	DOB: 01/01/1990 Login-Id: support.coffice	Gender: Male	Employee Code: 1234458	F
	Existing Organi Wrapper Organi	zation: TRAINING DIVISION	Select New Organization	Primary Organisation Organization Unit*	Image: Select an option Image: Select an option	
	SI	now [10 🗸] en	SAVE tries		CLOS Search:	3

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.



d. 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	
Search Employee		SEARCH USER			
	Basic Employee Parameters	Advanced Employee Parameters			
Create New Employee	Basic Employee Parameter	3			
Direct Transfer	Primary Organisation	Wrapper Organisation (Global)	+	Select an option	
Θ	Organisation Unit*	TRAINING DIVISION * * Service*	+	Select an option	
	Cadre	↓ Select an option	+	Select an option	
	Note- Either Wrapper Organis	ation, Organisation Unit or Service is mandatory.			
				Previous Next	1

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).

eOffice				Personnel	nformation Ma	nagement	System		× .			× .
Search Employee						SEARCH US	ER					
Create New Employee		loyee Parameters		mployee Parame	lers							
	III Basic	Employee Paramet	ters									
Direct Transfer	Primary	Organisation			LHI	* *	Wrapper Organisation (Glo	obal)	+	Select an option		*
Э	Organis	sation Unit*		+ TRAIN	NG DIVISION	× v	Service*		+	Select an option		-
	Cadre			1		_	Designation		<u> </u>			1000
		ither Wrapper Orga	anisation, Organisa		an option ce is mandatory.	Ŧ			+	Select an option		T
	Note- E	CLEAR h Employee	anisation, Organisa			T			Sear			
	Note: F	CLEAR h Employee	employee NAME		ce is mandatory.	CADRE	ORGANISATION	LOGIN ID	Sear		ACTION	

- Fig.16
- 3. Click the **arrow** (\rightarrow) button under the **Action** column (Fig.17), the profile page of the Employee Account gets opened beside the search user page.

eOffice				Personnel Info	ormation Man	agement Sy	rstem				
Search Employee			SEARCH US	ER			\sim	EOFFICE S	UPPOR	*	
Create New Employee		bloyee Parameters		Employee Parameters				_	_	~	
	iii Basic	: Employee Parame	iters								
Direct Transfer	Primar	y Organisation			ļ.	× v Wra	apper Organisation (Gl	obal)	¥	Select an option	
	Organi	sation Unit*		+ TRAINING	DIVISION	× v Ser	vice*		ŧ	Select an option	•
	Cadre			↓ Select an o	option	The Des	signation		ŧ	Select an option	•
	SEA	RCH CLEAR		ation Unit or Service i	s manuatory.				Sear	rch:	
	S.NO	EMPLOYEE	EMPLOYEE NAME	DESIGNATION	SERVICE	CADRE	ORGANISATION UNIT	LOGIN ID	EM	IAIL ID	ACTION
	and the second second				CENTRAL						







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

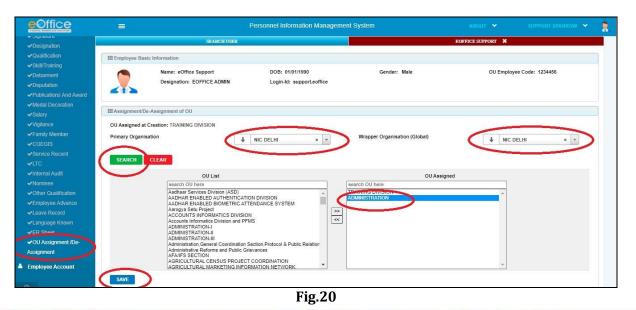


5. Click the **Personal Info +** tab of the left side menu to open the page-wise personal details (Fig.19).

eoffice	=	Pers	onnel Information Management	System	
Personal Info -		SEARCH USER			EOFFICE SUPPORT
T CI SONAI IIIIO	III Employee Basic In	formation			
 ✓ Employee Information ✓ Biological Info ✓ Contact Info ✓ Address Info 		Name: eOffice Support Designation: EOFFICE ADMIN	DOB: 01/01/1990 Login-Id: support.eoffice	Gender: Male	OU Employee Code: 1234456
 ✓Photograph ✓Signature ✓Designation ✓Qualification ✓Skill/Training 					
Objection Deputation Publications And Award					
 Publications And Award Medal Decoration Salary Vigilance 					
 ✓Family Member ✓CGEGIS 					
✓Service Record ✓LTC					
✓Internal Audit					

Fig.19

- 6. Click the **OU** Assignment /De-Assignment page to map the desired **Organization Unit** with the selected **Employee Account**.
- 7. 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)**.







II. Post Admin:

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

a. 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	nent System	ABOUT 💙 NIC EOFFICE ADMIN 🔺
Search Employee		- SE	ARCH USER	
	Basic Employee Parameters	Advanced Employee Parameters		# Home
create New Employee	III Basic Employee Parameters			ADMIN CR
Direct Transfer	Primary Organisation	Select an option	Wrapper Organisation (Global)	Logged in As: #
	Organisation Unit [®]	Select an option	Service*	
	Cadre	Select an option	Designation	USLA
	Note- Either Wrapper Organisa	ation, 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	NIC DELHI	x v	Wrapper Organization	III NIC DELHI	x v
U(Create/Edit)	Org Unit Name	EOFF		Is Root	0	
ete Structure				_		
			SEARCH	RESET		
	III Organization List					
					Se	sarch:
	S.NO.	ORG UNIT CODE	ORG UNIT NAME	ORG UNIT TYPE	Se PARENT ORG UNIT	ACTION
	S.NO.	ORG UNIT CODE	ORG UNIT NAME	ORG UNIT TYPE Division		
	S.NO. 1 2				PARENT ORG UNIT	ACTION
	3	EOFFICE	eOffice MMP Division	Division	PARENT ORG UNIT 0/o DDG(GKG)	ACTION
	1	EOFFICE O/o DDG(GKG)	eOffice MMP Division eOffice MMP, Smart	Division Division GROUP	Dig OFFICE	ACTION C II C II

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)**.

anogram —	III Search Organization					
g Structure bor OU(Create/Edit) omplete Structure	Primary Organization Org Unit Name	III NIC DELHI	x v	Wrapper Organization Is Root RESET	III NIC DELHI	x
	III Organization List					
	S.NO.	ORG LINET CODE	ORG UNIT NAME	ORG UNIT TYPE		arch: ACTION
	S.NO.	ORG UNIT CODE	ORG UNIT NAME eOffice MMP Division	ORG UNIT TYPE Division	Sea	ACTION
					PARENT ORG UNIT	ACTION
	1	EOFFICE	eOffice MMP Division	Division	PARENT ORG UNIT	
	1	EOFFICE O/o DDG(GKG)	eOffice MMP Division eOffice MMP, Smart	Division DIVISION GROUP	Dio DDG(GKG)	







- 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)**.

eOffice	=	Personnel Information Management System	ABOUT 🌱 NIC EOFFICE ADMIN 👻
💧 Post Echelon 🕈	Level Selected : 1 Selected Name: eOffice MMP Divis	on 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 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 ×			
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			
		Select an option	*
State*	City	District	1000
Select an option		District Select an option	×
			×
Select an option		Select an option	v
Select an option v	Panchayat	Select an option Tehsil	v
Select an option v Select an option v	Panchayat Select an option Latitude	Select an option Tehsil v Select an option	×.
Select an option Viliage Select an option	Panchayat Select an option Latitude	Select an option Tehsil v Select an option	•
Select an option v Select an option v Village	Panchayat Select an option Latitude	Select an option Tehsil v Select an option	× •
Select an option Viliage Select an option	Panchayat Select an option Latitude	Select an option Tehsil v Select an option	×

Fig.25



b. 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)**.

Office	=		Perso	onnel Information Ma	nagement System			
st Echelon 🔸								
anogram –	III Wrapt	per Organization List with	Root Organization Unit(If Pre	sent)				
rg Structure							Search:	
oot 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
É	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 6
	5	TEST-EOFFICE	TEST-EOFFICE	600009	NIC DELHI	TEST1-EOFFICE	TEST EOFFICE	0
	Showing 1 t	o 5 of 5 entries		.h.			First Prev	ious 1 Next Last



- 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.



c. 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)**.

office		Personnel Information Management System	ABOUT	SUPPORT-SPARROW
helon +	III Org Detail Tree			
gram —	Primary Organization*	III NIELIT × - Org Unit"	iii NIELIT ADMIN	× v
ructure DU(Create/Edit) etail Tree	Number of Level*	THE S X		SHOW
		O Administration		
		O CCC Examination		
		O Civil		
		O Civil and Maintenance		
		O E-Governance & Project Coordination Division		
		O E SOM & Network Division O Examination		
		O Examination O Finance		
		O IT		
		O Dio Accrediation		
	NIELIT ADMIN O	O Olo Chief Finance Officer		
		O Olo DD(P8A)		
		O/o DG(NIELIT) O	O Academics	
		O Olo Dir(Tech)		
		Olo JD(Academice) O	O Marketing	
		O Dio JD(Sys)		
		Olo Registrar O	O Projects	
		O Purchase/Store		
		O Recruitment & Promotion		
		O Registration		
		O Syllabus & DeltY Coordination Cell		



d. 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.

III Search Pe	ost								
Primary Org	anization*		NIC DELHI	× •	Wrapper Organ	isation(Global)	ш	Select an option	
Organisatio	n Unit		eOffice MMP Division		Post			Select an option	5
Employee C	ada				Employee Nam				
	oue	Ш				-	III		
Service		iii	Select an option	*	Designation		iii	Select an option	
Email		HI							
III Organisal	ion List		(SEARCH	RESET			Search:	
III Organisal S.NO.	ion List PRIMARY ORG	WRAPPER ORG	ORGANISATION	POST NAME	RESET	EMP NAME- SERVICE	EMP DESIGNATION	Search:	ACTION
		WRAPPER ORG NIC DELHI							ACTION
S.NO.	PRIMARY ORG		UNIT	POST NAME	EMP CODE	SERVICE	DESIGNATION	EMP EMAIL	
SNO.	PRIMARY ORG	NIC DELHI	UNIT eOffice MM	POST NAME INDIVIDUAL	EMP CODE 6123	SERVICE Yerur Siraj	DESIGNATION SCIENTIST C	EMP EMAIL siraj.ahmed	
<u>s.no.</u> 1 2	PRIMARY ORG NIC DELHI NIC DELHI	NIC DELHI	UNIT eOffice MM eOffice MM	POST NAME INDIVIDUAL INDIVIDUAL	EMP CODE 6123 6519	Yerur Siraj Subramania	DESIGNATION SCIENTIST C SCIENTIST C	EMP EMAIL siraj.ahmed ms.mani@n	
5.NO. 1 2 3	PRIMARY ORG NIC DELHI NIC DELHI NIC DELHI	NIC DELHI NIC DELHI NIC DELHI	UNIT eOffice MM eOffice MM	POST NAME INDIVIDUAL INDIVIDUAL INDIVIDUAL	EMP CODE 6123 6619 5991	SERVICE Yerur Siraj Subramania Pankaj Kum	DESIGNATION SCIENTIST C SCIENTIST C SCIENTIST C	EMP EMAIL siraj.ahmed ms.mani@n p.khetwal@	

 Click the view Org Post Mapping hierarchy button beside a particular Org Post Mapping under the ACTION column to view its hierarchy down the line or Create NEW Org Post Mapping. To Create a NEW Org Post Mapping, select the Parent Org Post Mapping first.



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)**.

eOffice	E	Personnel Information Management System	ABOUT Y	SUPPORT-SPARROW 👻 🚦
🛔 Post Echelon 😑	Selected level: 1 Post Detail child count	0 Selected Post Detail: INDIVIDUAL(eOffice MMP Division)		Enable Shuffle Ø
 ✓ Post Structure ✓ Root PD(Create/Edit) ✓ Post Detail Tree 	Parent (Level-1): - Search Post INDIVIDUAL - Shri. Nirv	Action C Relieve employee Connect Linpoyee Content Linpoyee Create Child Post Create Child Post		
å Organogram + ⊙	Description : INDIVIDUAL Org Unit :eOffice MMP Divis Rank : NOT AVAILABLE Posted Since Year :11-05-2017 4	Relegation Workborch H Previous Employees		
	Employee Information +			

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)**.

Primary Organization	NIC DELHI	×	Wrapper Organization(Glob	NIC DELHI ×	v Organizatio	eOffice MMP Division	× ×
Post Name*	Select an option	*	Post Rank*	Select an option	• Post Category*	Select an option	v
From Date*	18/01/2021		Remarks				
Is Active	YES				10		
Is Post Sanctioned	NO						

Fig.30



e. 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 +	Selected level: 1 Post Detail child count:	2 Selected Post Detail: INDIVIDUAL(eOffice MMP Division)	Enable Shuffle O
Corganogram +	Parent (Level-1)- Search Post INONVDUAL - Shriman Description: INDVVDUAL Description: INDVVDUAL Posted Since Year:11.65.2017 4 Employee Information	Parent (Level 2): NDWDVAL=eofu- Berchotal COMMISSIONER COMMISSIONER Description : COMMISSIONER Posted Since Year : I SCIENTIST B- Description : SCIENTIST B Org Unit : TRAINING DIVISI. Description : SCIENTIST B Org Unit : TRAINING DIVISI. Posted Since Year : I 0 Description = SCIENTIST B Description	

Fig.31

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

Employee Code Name SEARCH III Employee List	*	Note:This field is in read-only mode Select an option	Unit Cadre	NIC DELHI × v Note:This field is in read-only mode Select an option v	Organization	s in read-only mode	anization Note:This field	Primary Organizi Designa
			Email				•	Code
SNO. EMPLOYEE CODE EMPLOYEE NAME DESIGNATION SERVICE CADRE EMAIL	ACTION	EMAIL	CADRE	SERVICE	DESIGNATION	EMPLOYEE NAME	EMPLOYEE CODE	S.NO.
1 8501 Priyanka Tiwari SCIENTIST B CENTRAL GOVERNMENT S CENTRAL SERVI priyanka.tiwari@n		priyanka.tiwari@n	CENTRAL SERVI	CENTRAL GOVERNMENT S	SCIENTIST B	Priyanka Tiwari	6501	1

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 Organization	NIC DELHI	× *	Wrapper Organization	NIC DELHI	× *	Organisation Unit	TRAINING DIVISION	x *
	Note:This field is in read-only mode			Note: This field is in read-only mode			Note:This field is in read-only m	ode
Designation	Select an option	*	Service	Select an option	Ŧ	Cadre	Select an option	*
Employee			Employee	PRIYANK		Email		
Code			Name					
				SEARCH				
Emoloues Assignm	ent Details 🚯 6501 - Priyanka Tiwa	A SCIENTIST B						
Composition recongram	on Details O (0001 - Physina fina	in polention b						
Nature of	REGULAR	x .	Post	TRAINING DIVISION (SCIE	NTIST B)	Post		
Posting*			Info(En) *			Info(Hi)		
Post			Is Primary			is Ou		
Info(RI)						Head		
Marking	SCI-B(PT)-TD		Order	46A-111		Order	01/02/2021	#
Abbr.*			Number *			Date *		
Assignment	Choose File NOT AVAILAI	BLE.pdf						
Document	(And a second se							

Fig.33

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



f. 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).

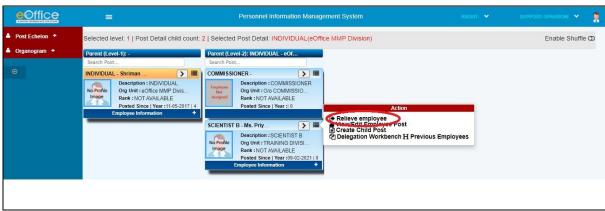


Fig.34

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

eof	fice		Personnel Information Management System	AHOUT 💉	
🌢 Post Ec	& Relieve Employee (Priyanka Tiwari) from Post (SCIENTIST B) under O	rg Unit (TRAINING DIVISION)		iffie O
Organo	Relieving Document	Choose File NOT_AVAILABLE.pdf	Order 47A-III Order Number RELIEVE	Date 09/02/2021	CLOSE
		Posted Since Year : 11-05-2017 4 Employee Information +	Posted Since Year : 0		
			Fig 25		



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



g. 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 count	2 Selected Post Detail: INDIVIDUAL(eOffice MMP Division)		Enable Shuffle O
		Parent (Level-1): - Search Post INDIVIDUAL - Shriman	Parent (Level-2): INDIVIDUAL - eOf Search Post		
	Organogram +	Bescription : INDIVIDUAL Grg Unit : eOffice MMP Dink Rank: NOT AVAILABLE Posted Since Year: 11.05-2017 4 Employee Information +	Bescription : COMMISSIONER Org Unit: Olo COMMISSIONER Posted Since Year : I SCIENTIST B - Ms. Priv. SCIENTIST B - Ms. Priv. Description : SCIENTIST B Org Unit: TRAINING DIVISI Image Posted Since Year: 90 - 20221 I 0 Employee Information	us 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.

0
-
CLOSE

Fig.37

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

Search Post for Delegation Org Post	Manning TRAINING DIVI	NON(SCIENTIST B)						
Primary Organization*		NIC DELHI	×	Wrapper Organiza	tion(Global)	III	Select an option	v
Organisation Unit		eOffice MMP Division	x *	Post Name				
Employee Code				Employee Name			ANU	
Service		Select an option	*	Designation			Select an option	*
Email								
			SEARCH	RESET				
			$\overline{}$					
# Org Post Mapping List								
E Org Post Mapping List		ORGANIZATION					Search:	Ì

Fig.38



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

Delegated To Del	legated To History	Modify/De-Assign Delegate	d Through				
apping - TRAINING DIV	ISION(SCIENTIST B)						
	NIC DELHI	×	Wrapper Organizati	on(Global)		Select an option	•
	eOffice MMP Divisio	on × ×	Post Name				
	1		Employee Name		III	ANU	
	Select an option	v	Designation		H	Select an option	v
		SEARCH	RESET				
SIGNATORY	From*	15/02/2021		To * 19/	02/2021	ŧ.	SUBMIT
							\sim
						Search:	
APPER ORG	ORGANIZATION UNIT	POST NAME	EMP CODE	NAME-SERVICE	DESIGNATION	EMAIL	ACTION
DELHI	eOffice MMP	INDIVIDUAL	6355	Anu Neelam,	SCIENTIST C	anu.neelam	DELEGATE
:	lapping - TRAINING DIV	APPER ORG UVISION(SCIENTIST B)	Iapping - TRAINING DIVISION (SCIENTIST B)	APPER ORG UNISION SCIENTIST B) Wasper Organization RESET APPER ORG ORGANIZATION POST NAME EMP CODE	Impoing - TRAINING DIVISION (SCIENTIST B) Wapper Organization (Global) III NIC DELH X Wapper Organization (Global) III eOffice MMP Division X Post Name III eOffice MMP Division X Designation III eoffice MMP Division X Designation III eoffice MMP Division X III eoffice MARCH III eoffice MMP Division X III eoffice MARCH III eoffice MMP Division X III eoffice MARCH III eoffice MARCH III eoffice MARCH III eoffice MARCH	Impping - TRAINING DIVISION (SCIENTIST B) III NIC DELH III III eOffice MMP Division III III eOffice AMP Division IIII III eoffice Amp Division IIII III eoffice Amp Division IIII III eoffice Amp Division IIII eoffice Amp Division III eoffice Amp Division IIII eoffice Amp Division IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	apping - TRAINING DIVISION (SCIENTIST B) III NIC DELH III Select an option III eOffice MMP Division III Employee Name III Select an option III ANU III Select an option III Select an option III Select an option IIII Select an option III Select an option IIII Select an option III Select an option IIII Select



6. Click **Submit** button **(Fig.39)** by selecting the **Delegation Type** and **From & To dates**.



h. 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	ABOUT 💙	SUPPORT-SPARROW	2
🛔 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) ✓ Post Detail Tree	Note: Root PD present, you can hit edit button to EDIT REPLACE RESET			
🍐 Organogram 🕈				
Θ				

Fig.40

i. 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	ABOUT 👻	SUPPORT-SPARROW 💙	8
🛎 Post Echelon 📼	III Post Detail Tree				
✓Post Structure ✓Root PD/Create/Edit)	Primary Organization*	TELECOM REGULATOR × · Organisation Unit* O/o Advisor	(Admin & IR) ×		
Organogram +	Org Post Mapping*	Ⅲ Olo Advisor (Admin & IR× Number of Level*	xv	SHOW	
Θ					
		Finance(DEPUTY ADVISOR (FINANCE))			
		International Relations(Deputy Advisor (IR))	al Audit(SRO (IA))		
		Olo Joint Advisor (Coord)(JOINT ADVISOR (COORDINATION))	ational Relations(PERSONAL ASSISTANT) dvisor (Admin & IR)(PRIVATE SECRETARY))	
	O/o Advisor (Admin & IR)(Advisor (Admn	& IR)) O Olo Joint Advisor(GA)(JOINT ADVISOR (GA)) O			
		Olo Joint Advisor(HR)(JOINT ADVISOR) O Olo 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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