

GOVERNMENT OF NAGALAND
PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT
(PERSONAL INFORMATION MANAGEMENT CELL)

OFFICE MEMORANDUM

Dated, Kohima the 27th May, 2016

No. PAR/PIMS-2/2015 : : The Personal Information Management System (PIMS) has been inaugurated on 21st April, 2016. It is a comprehensive web-enabled personnel management system for the State Government to address the administrative requirement for managing its employees right from the date of their joining into service till they retire. PIMS will help in getting instant access and accurate information about State Government employees including details of transfer and posting details and service history. Availability of timely information is the key to efficient management of service matters of State Government employees. Therefore, all Departments may adhere to the following instructions with regard to PIMS.

- 1) On the basis of the information supplied by the Departments, P&AR Department has made entries in the PIMS database and generated unique employee code for each employee. Details of existing employee in PIMS database should be updated continuously on daily basis, including details of service confirmation, posting, promotion, retirement etc., by the Departments.
- 2) In case of all appointments made after 1st April, 2016, a letter enclosing a copy of appointment order along with either post creation order or document showing vacancy against retirement, resignation, death etc., and filling up the 21 mandatory fields may be submitted to the P&AR Department (PIMS Cell), for registering in the PIMS. P&AR Department will then generate a unique employee code.
- 3) All Departments should regularly participate in training & capacity building exercise conducted by P&AR Department for their Nodal Officer for PIMS and other officials involved with the PIMS.

Sd/- PANKAJ KUMAR

Chief Secretary to the Government of Nagaland

Dated, Kohima, the 27th May, 2016.

No. PAR/PIMS-2/2015

Copy to :-

1. The Commissioner & Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland Kohima.
3. The P.S. to the Speaker/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
4. The P.S to all Ministers/Parliamentary Secretaries, Nagaland, Kohima.
5. The OSD to the Chief Secretary, Nagaland Kohima.
6. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/Secretaries, Nagaland, Kohima.
7. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
8. The Accountant General, Nagaland, Kohima.
9. The Secretary, NPSC/Vigilance Commission/Nagaland Information Commission.
10. All Heads of Department, Nagaland.
11. All Nagaland Houses.
12. All Deputy Commissioners, Nagaland.
13. The Publisher, Nagaland Gazette for publication in the official gazette.


(PANKAJ KUMAR)

Chief Secretary to the Government of Nagaland