

कार्यालय उप महानिदेशक(ई.आर.पी.) केंद्रीय लोक निर्माण विभाग, 208 ए-विंग निर्माण भवन .नई दिल्ली-110011 फोन 011-23063944, 23063945 ई-मेल: delee2-egov@cpwd.gov.in O/o the DDG (ERP)

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संख्या: 5(17)/DDG(ERP)/2023/**५**6

कार्यालय ज्ञापन

विषय: Updating details of custodian of service books of retired CPWD employees.

Pursuant to the office memorandum dated 05.01.2023 issued by this office, additional features have been incorporated in the module (custodian of service books of retired CPWD employees) to enter the details of correct/most likely office where the service book of concerned employee might be available. The communication, if any, with the correct/most likely office may also be uploaded. Thereafter, the details of such employee will be shown in correct/most likely office in this module.

Steps to make entry in the module are as under (copy of screenshots attached as annexure -'1') -

Login into PIMS => Select "Personal information Management system (PIMS)" => Select "Office" => Select "update employee data" => Select "Update retired CPWD employee service record" => Search officers vide filter parameters => Click "Search => List will be populated => Click "update service record button against the desired employee" => Pop Up will be shown for confirmation => Click on "No" => Another pop up will be shown asking if you know the current known office for the employee => Select "office name from dropdown" => Click "submit" => Once submitted that employee will be shown under updated office for further processing.

All officers of CPWD are requested to make use of the new features introduced in PIMS Module for updating details of custodian of service books of retired CPWD employees.

Encl.: Annexure-1

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Marking Retired employee to the possible Custodian office

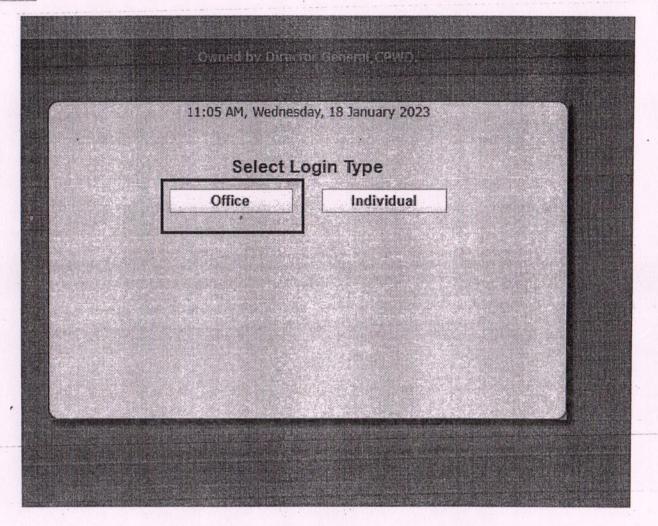
♣ Login with PIMS ID and Password -> Personal information Management System (PIMS)

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↓ PIMS-> office -> Update employee Data -> update Retired CPWD Employee Service Record

Select	Module
Personnel Information Management System (PIMS)	Project Monitoring System (PMS)
Online Reporting Systems	Project Processing & Approval Management System
CPWDSewa for Maintenance	Enlisted Contractors
Ready Reckoner Data Bank of Experts and Specialists	- Cost Indices
Mail Correspondance	Cyber Security Related Issues
Knowledge Management System	Information Asset Register
Online Park Booking	Green Rating System (GHAR)
Online Permission and Intimation	of Properties for CPWD Employees
Upload Content & Circulars on CPWD Website	View Circulars for Official Use
Online Employee Grievnance Management System	PMSSY Health Infra Project
Labour Clearance Certificate Module	WBPMS Command Center Dashboard
List of DOT Deviewed in VC	

♣ Select Office



↓ Update Employee Data -> update Retired CPWD Employee Service Record

Update Employee Data	Add Data	R
Update Employee Office	Add/Edit Photo	
Employee Association Details	Edit Personal Data	S
Add Case Details	Verify Basic & Posting Data	: 0 letters) A
	Record Trails of Basic &	R R
Periodical Review under 563,56i & 48(1) of	Posting Data	N
CSS(Pension) rules, 1972	Verify Name, Post & Ref	ALL X 3
Verify Data	Record Trails Name, Post &	1
Transfer & Posting	Ref	2
	Service Details	2
Additional Charge	Verify Service Details	9
Vacant Posts		
Compassionate	Verified Personal Data	_d
Appointment Cases	Sanction Strength	O Code 2
Posting Options Details	Add Additional Qualification	A
Delegate Functions	Employee Association Data	6
Administrative Clearance	View Association Report	
APC	Update Retired CPWD	
List of work Charged Employees	Employees Service Record	I some
Reports	•	
Training Module	Marine Marine	
APAR		

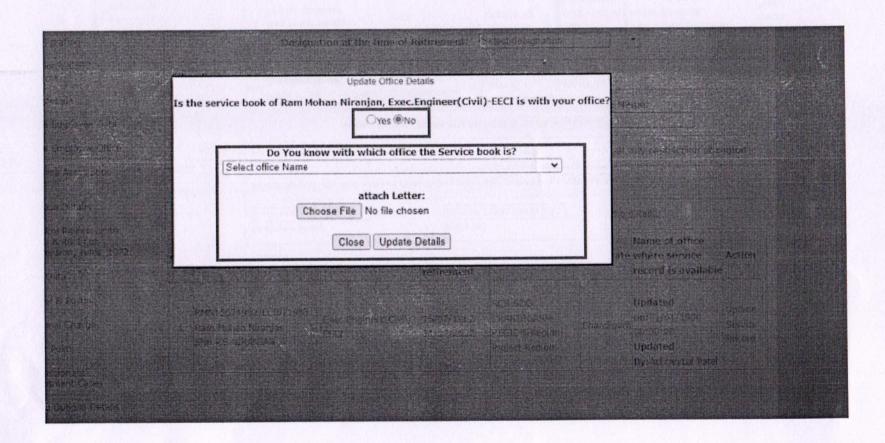
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PFMS Module				- OF RETIREDY	CAS TALLOJ VOLGO	THE RETURN	CO/ NESIGNED EMP	LUTEES		
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dditional Charge	1							Update Service Record		
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Compassionate Appointment Cases							By:AchheyLal Patel			
osting Options Details.										
Delegate Functions										

Administrative Clearance

List of work Charged

APC

- 4 Popup will Appear
- Les Select Yes if the service book of the employee is with your office
- ₩ Select No
 - o If you know with which office the service book might be.
 - o Select the office Name
 - Attach the letter send to them for intimating that the employee is showing under your office in PIMS but as the employee is transferred/Moved to their office before retirement.
 - o Click on Update Details.
- ♣ Once Updated record will be shown under the Suggested office.



	Navigate the Site
	PFMS Module
	Data Migration
	Migration WC/RC Employee
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	Update Employee Data
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	Employee Association Details
100000000000000000000000000000000000000	Add Case Details
	Periodical Review under 561,56i & 48(1) of CSS(Pension) rules, 1972
	Verify Data
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	Additional Charge
	Vacant Posts
	Compassionate Appointment Cases
1	Posting Options Details
-	Delegate Functions
-	Administrative Clearance
	APG
	list of work Charged Employees

UI	PDATE WITH WHOM OFFICE	SERVICE DETAILS	OF RETIRED/EXP	TRED/VOLUNTA	RY RET	IRED/RESIGNED EM	PLOYEE
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_	ployee Name:	PIMS ID);)71962JEC 07198		st Office	Name:	
Sea	rch through any of the abo	ve Criteria & you can	also search any	employee detai	ls with	out any restriction of	region
-14	In case em	ployee Details does not	Search texists in the list P	Please check here	and fill t	he details.	-y -,-y -
No.	PIMS ID, Employee Name & Fathers Name	Designation on Retirement	Date of Birth &		Last State	Name of office where service record is available	Action
1	RMN15071962JECI071983 Ram Mohan Niranjan Shri P.S.NIRANJAN	Exec.Engineer(Civil)- EECI	15/07/1962 31/07/2022	RK-SDG KOLKATA- REGION-Region- Project Region	West Bengal	Updated on:01/01/1900 00:00:00 Updated	Update Service Record