

O/o the DDG (ERP)
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संख्या: 5(17)/DDG(ERP)/2023/५७

दिनांक: 30.01.2023

कार्यालय जापन

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

पु. अ. ११५७६१

आवती सं. H. 585

दिनांक 31/01/23

प्रमुख अगियंता

निदेशक (कार्मिक)

निदेशक (अनु.)

निदेशक (काष्ठी)

उप सत्रकर्ता अधिकारी

उपनिवेशक (कार्य/कर्मिक/अ. ३)

କାର୍ଯ୍ୟ ଯୁକ୍ତ ଉପାଦାନ ଲାଗୁ କରାଯାଉ

जे. ई-धू-आ/पी/११(२)/२०२२/ 376

प्रतीति-रूपक एवं आशय संबंध हेतु प्रयुक्त.


ले। निवि के अन्तर्गत सभी 50 गृहों की जाँच। गृह जाँच के
कार्यक्रम।

सहायक प्रशासनिक अधिकारी
कार्यालय प्रमुख अभियंता
लो० नि० वि०, दिल्ली सरकार
12th फ्ल, पुलिस मुख्यालय,
नई दिल्ली-110002


2
15/01/2023
(मुकेश कुमार)

Marking Retired employee to the possible Custodian office

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



Government of India, Ministry of Urban Development
CENTRAL PUBLIC WORKS DEPARTMENT
For Excellence in Public Works



CPWD

Home | e-tendering | Expenditure Reporting System | FAQs | Contact Us | Help Files

LOCATE OFFICE

SEARCH EMPLOYEE

Personnel Information Management System : Link to cpwdpims[dot]nic[dot]in, is a web based tool available with the Government for implementing uniform e-Governance practices in personnel administration in Central Govt. (in CPWD) and Delhi State (in PWD). To log in, use PIMS ID as the User Name. For any assistance, call : 011 23022167 Ext No. 3008, or e-mail to pims[dot]cpwd@gov[dot]in.

Project Monitoring System: Link to cpwdpms[dot]gov[dot]in, is a web-based application for monitoring progress of all projects undertaken by CPWD. For any assistance, call : 011 23022167 Ext No. 3008, or e-mail to Pms[dot]cpwd@gov[dot]in


e-tendering : Link to tenderwizard.com/cpwd, the e-procurement portal for CPWD. New users will need user name, password, and class II digital signature certificate from any CA to log in the system. For assistance, call (011) 49424365 or (080) 40482000, or email to cpwdhelpdesk@tenderwizard[dot]com

CPWD EMPLOYEE LOGIN

User Name : *

Password : *

Captcha : *

AY6CR 

✦ 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

CPWD Sewa 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 Grievance Management System

PMSSY Health Infra Project

Labour Clearance Certificate Module

WBPMS Command Center Dashboard

List of PGT Deployed to VC

Logout

✚ **Select Office**

Owned by Director General CPWD

11:05 AM, Wednesday, 18 January 2023

Select Login Type

Office

Individual

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

MACP details		
Update Employee Data	▶ Add Data	RCI
Update Employee Office	Add/Edit Photo	
Employee Association Details	▶ Edit Personal Data	SK
Add Case Details	Verify Basic & Posting Data	:
Periodical Review under 56J, 56i & 48(1) of CSS(Pension) rules, 1972	Record Trails of Basic & Posting Data	0 letters)
	Verify Name, Post & Ref	AD
Verify Data	Record Trails Name, Post & Ref	RO
Transfer & Posting	▶ Service Details	NE
Additional Charge	▶ Verify Service Details	Del
Vacant Posts	Verified Personal Data	11
Compassionate Appointment Cases	Sanction Strength	23
Posting Options Details	Add Additional Qualification	23
Delegate Functions	▶ Employee Association Data	98
Administrative Clearance	View Association Report	
APC	Update Retired CPWD Employees Service Record	
List of work Charged Employees		
Reports	▶	
Training Module		
APAR		

Use Any of the Criteria for Finding the Retired Employee -> Click Search -> Click on Update service Record

Navigate the Site
PFMS Module
Data Migration
Migration WC/RC Employee
MACP details
Update Employee Data
Update Employee Office
Employee Association Details
Add Case Details
Periodical Review under 56J,56I & 48(1) of CSS(Pension) rules, 1972
Verify Data
Transfer & Posting
Additional Charge
Vacant Posts
Compassionate Appointment Cases
Posting Options Details
Delegate Functions
Administrative Clearance
APC
List of work Charged

UPDATE WITH WHOM OFFICE SERVICE DETAILS OF RETIRED/EXPIRED/VOLUNTARY RETIRED/RESIGNED EMPLOYEES							
Designation at the time of Retirement: <input type="text" value="Select designation"/>							
Filter By							
Employee Name: <input type="text" value="Employee part Name"/>		PIMS ID: <input type="text" value="RMN15071962JECI071983"/>		Last Office Name: <input type="text"/>			
Search through any of the above Criteria & you can also search any employee details without any restriction of region							
<input type="button" value="Search"/>							
In case employee Details does not exists in the list Please check here and fill the details.							
SNo.	PIMS ID, Employee Name & Fathers Name	Designation on Retirement	Date of Birth & Date of retirement	Last Office	Last State	Name of office where service record is available	Action
1	RMN15071962JECI071983 Ram Mohan Niranjn Shri P.S.NIRANJAN	Exec.Engineer(Civil)- EECI	15/07/1962 31/07/2022	RCH-SDG CHANDIGARH- REGION-Region- Project Region	Chandigarh	Updated on:01/01/1900 00:00:00 Updated By: AchheyLal Patel	<input type="button" value="Update Service Record"/>

- ✦ Popup will Appear
- ✦ Select Yes if the service book of the employee is with your office
- ✦ Select No
 - If you know with which office the service book might be.
 - 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.
 - Click on Update Details.
- ✦ Once Updated record will be shown under the Suggested office.

Designation at the time of Retirement:

Update Office Details

Is the service book of Ram Mohan Niranjana, Exec.Engineer(Civil)-EECI is with your office?

☐ Yes ☒ No

Do You know with which office the Service book is?

Select office Name

attach Letter:

No file chosen

Employee Name	Designation	Retirement Date	Office Name	Service Book Status	Action
Ram Mohan Niranjana	Exec.Engineer(Civil)-EECI	15/01/2022	Chandigarh	Service Book is available	Update
Shri RS. WROHAN	EECI	14/07/2022	Project Region	Service Book is available	Update

Updated on: 15/01/2022
By: Anshu Patel

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Employee Association Details
Add Case Details
Periodical Review under 56J, 56i & 48(1) of CSS(Pension) rules, 1972
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Delegate Functions
Administrative Clearance
APC
List of work Charged Employees

UPDATE WITH WHOM OFFICE SERVICE DETAILS OF RETIRED/EXPIRED/VOLUNTARY RETIRED/RESIGNED EMPLOYEES

Designation at the time of Retirement:

Filter By

Employee Name: PIMS ID: Last Office Name:

Search through any of the above Criteria & you can also search any employee details without any restriction of region

In case employee Details does not exists in the list Please check here and fill the details.

SNo.	PIMS ID, Employee Name & Fathers Name	Designation on Retirement	Date of Birth & Date of retirement	Last Office	Last State	Name of office where service record is available	Action
1	RMN15071962JECI071983 Ram Mohan Niranjn 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 By:AchheyLal Patel	Update Service Record