

KENDRIYA VIDYALAY SANGATHAN [HQ]

[Personnel Information Management System]

EMPLOYEE SERVICE DATA OR EMPLOYMENT STATUS EDIT/UPDATE PROCESS DOCUMENT

A. To update the employee's service data or the employment status (Retired, Resigned, VRS, Death, etc.) of the employees please follows the following steps:

Step 1: To update the employee data you need to unlock the employee profile first. For this from the left-side menu go to / navigate MIS REPORTS -> REGD. EMPLOYEES REPORT.

The screenshot shows the 'Employee Registration Report' page in the PIMS system. The left sidebar contains a menu with options like HOME, DASHBOARD, EDIT EMPLOYEE DATA, REGD. EMPLOYEE LIST, MIS REPORTS (selected), REGD. EMPLOYEES REPORT, POST STRENGTH REPORT, CLASS OBSERVATION, SCHOOL PROFILE, NEW PROPOSAL, CONTRACTUAL POST, TRANSFER, COMPLIANCE, PROFILE ACTIVITIES, and MESSAGES. The main content area has a header 'Dashboard / Reports' and a sub-header 'Employee Registration Report'. Below this, there are filters for 'Place of Posting' (Kendriya Vidyalaya), 'Regions' (SILCHAR), 'Schools' (KV ONGC AGARTALA), and 'Designation' (Select). There is also a filter for 'Employee Present Status' (Select). A 'SEARCH' button and a 'RESET' button are present. Below the filters, there is a 'Show 10 entries' dropdown and an 'Export In Excel' button. A table displays the list of employees with columns: SN, EMP CODE, STATUS, NAME, DESIGNATION, SUBJECT, PLACE, REGION/UNIT, SCHOOL, and PROFILE. The table contains 6 rows of data, each with a 'Locked' button in the PROFILE column.

| SN | EMP CODE | STATUS | NAME | DESIGNATION | SUBJECT | PLACE | REGION/UNIT | SCHOOL | PROFILE |
|----|----------|---------|--------------------------|--------------------------|---------------|--------------------|-------------|------------------|---------|
| 1 | 7713 | REGULAR | Sh. SANJAY KUMAR JAISWAL | Principal | NA | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 2 | 9010 | REGULAR | Sh. ALOK ANAND | Trained Graduate Teacher | Mathematics | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 3 | 9892 | REGULAR | Sh. OM PRAKASH NANDA | Post Graduate Teacher | Hindi | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 4 | 9904 | REGULAR | Smt. JEANCY KHARKONGOR | Librarian | NA | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 5 | 9905 | REGULAR | Sh. DEBASHIS CHAKRABORTY | Trained Graduate Teacher | Art Education | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 6 | 9912 | REGULAR | Sh. SUDIP ROY | Trained Graduate Teacher | English | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |

Now all the registered employees are showing on the list with a locked button.

***The locked button shows only for those employees who have already submitted their profile acceptance.**

Click on the "**Locked**" button against the employee, whose data or employment status you want to update. A popup will appear, Click on AGREE button to confirm unlock the employee profile.

REGD. EMPLOYEE LIST

MIS REPORTS

CLASS OBSERVATION

SCHOOL PROFILE

NEW PROPOSAL

CONTRACTUAL POST

TRANSFER

COMPLIANCE

PROFILE ACTIVITIES

MESSAGES

Place of Posting *

Kendriya Vidyalaya

Regions*

SILCHAR

Schools*

KV ONGC AGARTALA

Designation*

Select

Employee Present Status

Select

Show

10

entries

Export

Are you sure to unlock the profile of Sh. SUDIP ROY (9912) ?

AGREE

DISAGREE

Search By Name / Code

| SN. | EMP CODE | STATUS | NAME | DESIGNATION | SUBJECT | PLACE | REGION/UNIT | SCHOOL | PROFILE |
|-----|----------|---------|--------------------------|--------------------------|---------------|--------------------|-------------|------------------|---------|
| 1 | 7713 | REGULAR | Sh. SANJAY KUMAR JAISWAL | Principal | NA | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 2 | 9010 | REGULAR | Sh. ALOK ANAND | Trained Graduate Teacher | Mathematics | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 3 | 9892 | REGULAR | Sh. OM PRAKASH NANDA | Post Graduate Teacher | Hindi | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 4 | 9904 | REGULAR | Smt. JEANCY KHARKONGOR | Librarian | NA | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 5 | 9905 | REGULAR | Sh. DEBASHIS CHAKRABORTY | Trained Graduate Teacher | Art Education | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 6 | 9912 | REGULAR | Sh. SUDIP ROY | Trained Graduate Teacher | English | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 7 | 9917 | REGULAR | Sh. UTTAM KUMAR DEBBARMA | Sub Staff (Lab) | NA | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 8 | 9921 | REGULAR | Sh. TEJENDRA KUMAR DAS | Sub Staff (Regular) | NA | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 9 | 9922 | REGULAR | Sh. MANIKLAL DEBNATH | Sub Staff (Regular) | NA | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |
| 10 | 9923 | REGULAR | Sh. KHOKAN BHATTACHARJEE | Sub Staff (Regular) | NA | Kendriya Vidyalaya | SILCHAR | KV ONGC AGARTALA | Locked |

As you agree to unlock the profile, now you can check the profile has been unlocked.



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
विद्यया विमुक्तये
विद्यया विमुक्तये
विद्यया विमुक्तये



[Personnel Information Management System]



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HOME

DASHBOARD

EDIT EMPLOYEE DATA

REGD. EMPLOYEE LIST

MIS REPORTS

CLASS OBSERVATION

SCHOOL PROFILE

NEW PROPOSAL

CONTRACTUAL POST

TRANSFER

COMPLIANCE

PROFILE ACTIVITIES

MESSAGES

Dashboard / Reports

Employee Registration Report

Place of Posting *

KENDRIYA VIDYALAYA

Region*

SILCHAR

School*

KV ONGC AGARTALA

Designation*

Select

Employee Present Status

Select

SEARCH

RESET

Show 10 entries

Export In Excel

Search By Name / Code

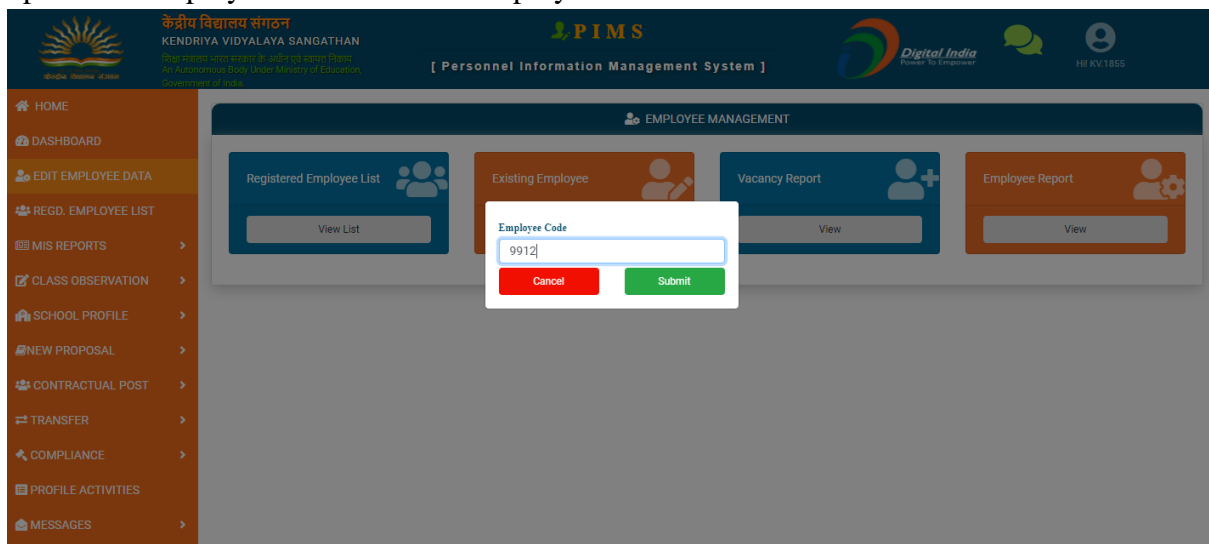
| SN. | EMP CODE | STATUS | NAME | DESIGNATION | SUBJECT | DATE OF BIRTH | REGION/UNIT | SCHOOL | PROFILE |
|-----|----------|---------|--------------------------|--------------------------|---------------|---------------|-------------|------------------|----------|
| 1 | 7713 | REGULAR | Sh. SANJAY KUMAR JAISWAL | Principal | NA | 20-09-1974 | SILCHAR | KV ONGC AGARTALA | Locked |
| 2 | 9010 | REGULAR | Sh. ALOK ANAND | Trained Graduate Teacher | Mathematics | 09-12-1982 | SILCHAR | KV ONGC AGARTALA | Locked |
| 3 | 9892 | REGULAR | Sh. OM PRAKASH NANDA | Post Graduate Teacher | Hindi | 30-05-1968 | SILCHAR | KV ONGC AGARTALA | Locked |
| 4 | 9904 | REGULAR | Smt. JEANCY KHARKONGOR | Librarian | NA | 24-12-1967 | SILCHAR | KV ONGC AGARTALA | Locked |
| 5 | 9905 | REGULAR | Sh. DEBASIS CHAKRABORTY | Trained Graduate Teacher | Art Education | 29-12-1966 | SILCHAR | KV ONGC AGARTALA | Locked |
| 6 | 9912 | REGULAR | Sh. SUDIP ROY | Trained Graduate Teacher | English | 30-12-1963 | SILCHAR | KV ONGC AGARTALA | Unlocked |
| 7 | 9917 | REGULAR | Sh. UTTAM KUMAR DEBBARMA | Sub Staff (Lab) | NA | 10-06-1965 | SILCHAR | KV ONGC AGARTALA | Locked |

Note down the Employee Id/Code.

Now from the left-side menu go to the EDIT EMPLOYEE DATA page. Then click on the “**Existing Employees**” block a popup will appear.



Enter the Employee code of the employee whose profile has been unlocked and you want to update the employee service data or employment status.



Click on Submit button, the profile of the employee will open on the edit form.

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विद्यया मृतमश्नुते मृतमश्नुते के अर्थे विद्यया मृतमश्नुते
An Autonomous Body Under Ministry of Education,
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HOME
DASHBOARD
EDIT EMPLOYEE DATA
REGD. EMPLOYEE LIST
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Employee Code - 9912

Personal Service Academic Family Pay-Level Awards Training APAR Hierarchical Upgradation Financial Upgradation Teacher Exchange Program Foreign Visit

Personal Details -

| | | | |
|--------------------------------|---|---|-----------------------------------|
| Title: Sh. | Employee Name: SUDIP ROY | Title: Late. | Mother's Name: PUSHPA RANI ROY |
| | Photo: [Allowed : png, jpg, jpeg & Max. size 2MB] Choose File No file chosen | Title: Late. | Father's Name: SUDHENDU KUMAR ROY |
| Gender: Male | Date of Birth: 30-12-1963 | Marital Status: Married | |
| Email-Id: sudip22roy@gmail.com | Mobile No. (Enter PAN linked mobile no.): 9612232096 | Landline No.: Landline No. | |
| Aadhaar No.: ***** | Pan Card No.: ABXPR3129H | Passport No.: Passport no | |
| Blood Group: B+ | Permanent Address: VILLAGE TARAPUR TEA GARDEN | Residential Address: QTR NO B 35 ONGC NORTH COLONY BADARGHAT AGARTALA TRIPURA | |
| Pincode: 799014 | Hometown: SILCHAR | Single Parent: No | |

Kindly check, at the end of the form you can see the “Save & Next” button or not. If you don’t see the “Save & Next” button, kindly follow the above process to unlock the employee profile. Until you have unlocked the employee profile, you cannot edit or update the employee data.

Present Posting Details [* Only fill the data of present posting details of the respective Employee] -

| | | | |
|---------------------------------------|--------------------------------------|---|---|
| Place of Posting: KENDRIYA VIDYALAYA | Regional Office: SILCHAR | School (Shift) / KV Code: KV ONGC AGARTALA (NA) / 18! | Zone: NORTH EAST |
| Designation: Trained Graduate Teacher | Subject: English | Employment Status: REGULAR | Effective date of Employment Status: 31-08-2013 |
| Date of Joining: 31-08-2013 | Whether Appointed on Trial Basis: No | Direct Recruitment/Promotion/LDE/Transfer: LDE | |
| Whether Selected Against: SC | Seniority No of Post: 15734 | Panel/Vacancy Year: 2011 | |

Reset
Save & Next

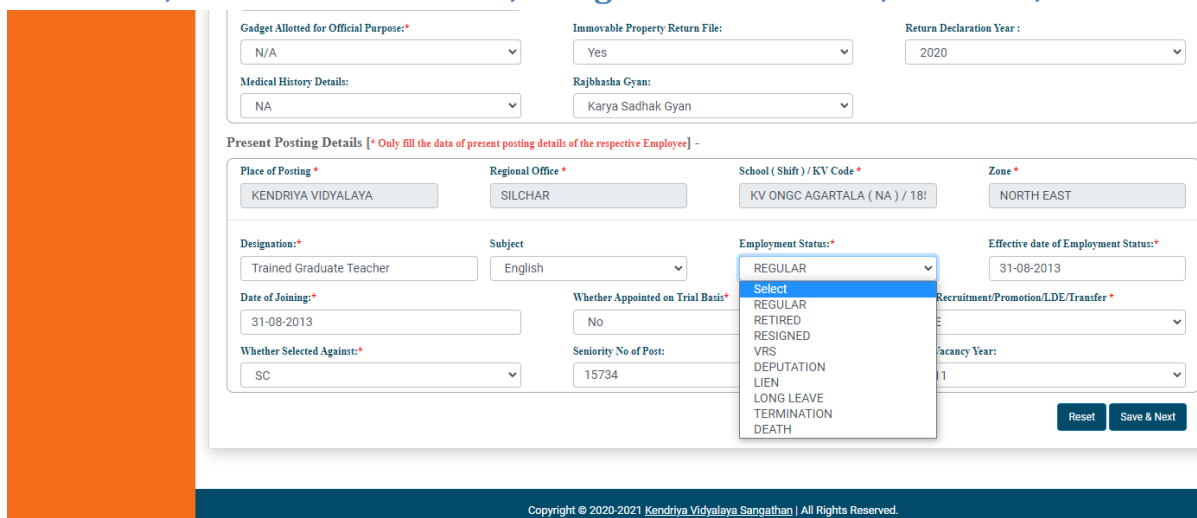
Now you can update the in-position employee data fields available on the form. After that click on the "Save & Next" button to update data on the PIMS portal.

Very important that **Present posting details & Employment Status** data only can be updated from the “**Present Posting Details**” Section present on the **Personal tab**.

“**Present Posting Details**” section present at the **Service Tab** only for your reference and auto-filled/read-only for you references. You cannot update the Present Posting Details from the Service Tab.

Note: - Present Posting Details & Employment status only can be updated from the Personal Tab Present Posting Details section.

B. Updating employment status of those employees who have taken VRS, Retired from Service, Resigned from Service, or Death, etc.



Gadget Allotted for Official Purpose: N/A

Immovable Property Return File: Yes

Return Declaration Year: 2020

Medical History Details: NA

Rajbhasha Gyan: Kanya Sadhak Gyan

Present Posting Details [* Only fill the data of present posting details of the respective Employee] -

Place of Posting: KENDRIYA VIDYALAYA

Regional Office: SILCHAR

School (Shift) / KV Code: KV ONGC AGARTALA (NA) / 18

Zone: NORTH EAST

Designation: Trained Graduate Teacher

Subject: English

Employment Status: REGULAR

Effective date of Employment Status: 31-08-2013

Date of Joining: 31-08-2013

Whether Appointed on Trial Basis: No

Whether Selected Against: SC

Seniority No of Post: 15734

Recruitment/Promotion/LDE/Transfer: [Dropdown]

Vacancy Year: [Dropdown]

Reset Save & Next

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To update employment status of those employees who have taken VRS, Retired from Service, Resigned from Service, or Death, etc. Go to the Present Posting Details section available on the Personal Tab, update two fields Employment Status & Effective date of Employment Status. Then click on the "Save & Next" button to update data on the PIMS portal.

Note: -

When the employee's employment status is updated with retired, resigned, death, etc. The post consumed by the employee is freed up and you can enroll a new employee against the post.

This vacant post is also reflected on the vacancy report. You may check the vacancy report.

For any Query / Support / Feedback Please write us on the PIMS Portal Support Mail Id: kvspims@gmail.com with Your KV/RO/ZIET Code and If the query is Employee Specific then mention the Employee Code with Designation and Subject (if any).