



North Delhi Municipal Corporation **Information Technology Department**

User Manual

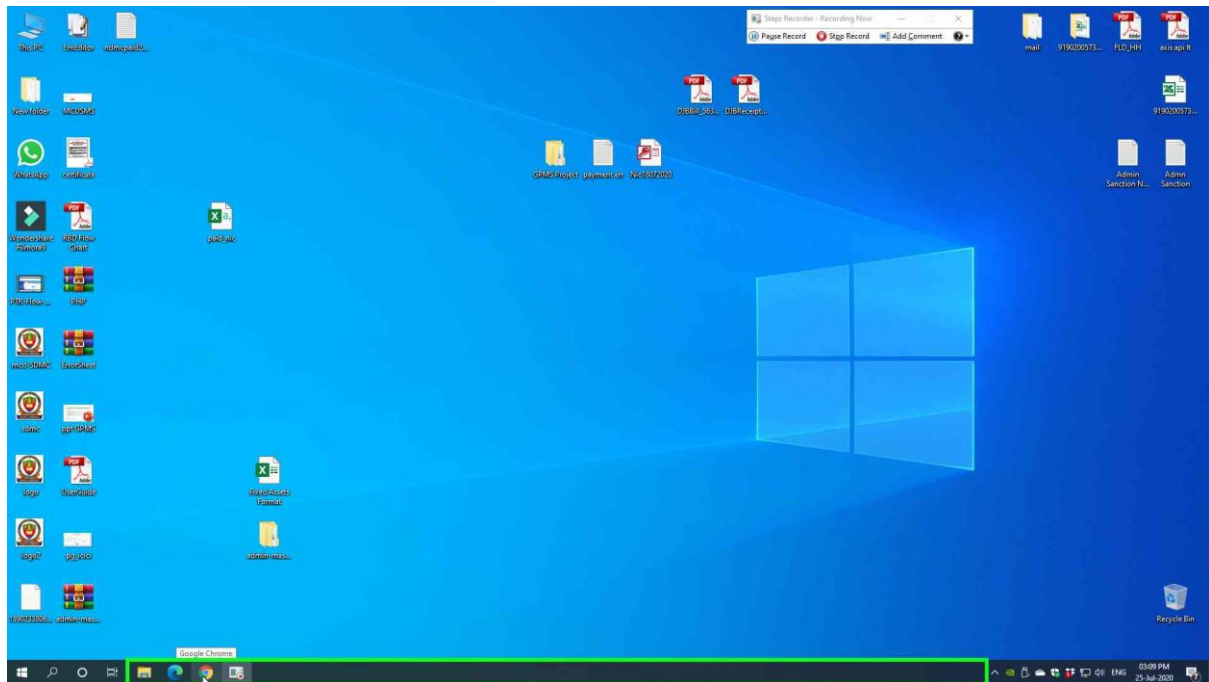
➤ Data Capturing Form for DDO's

Using this application form DDO's can fetch their employees details based on the EIS database and the same can be open in editable form.

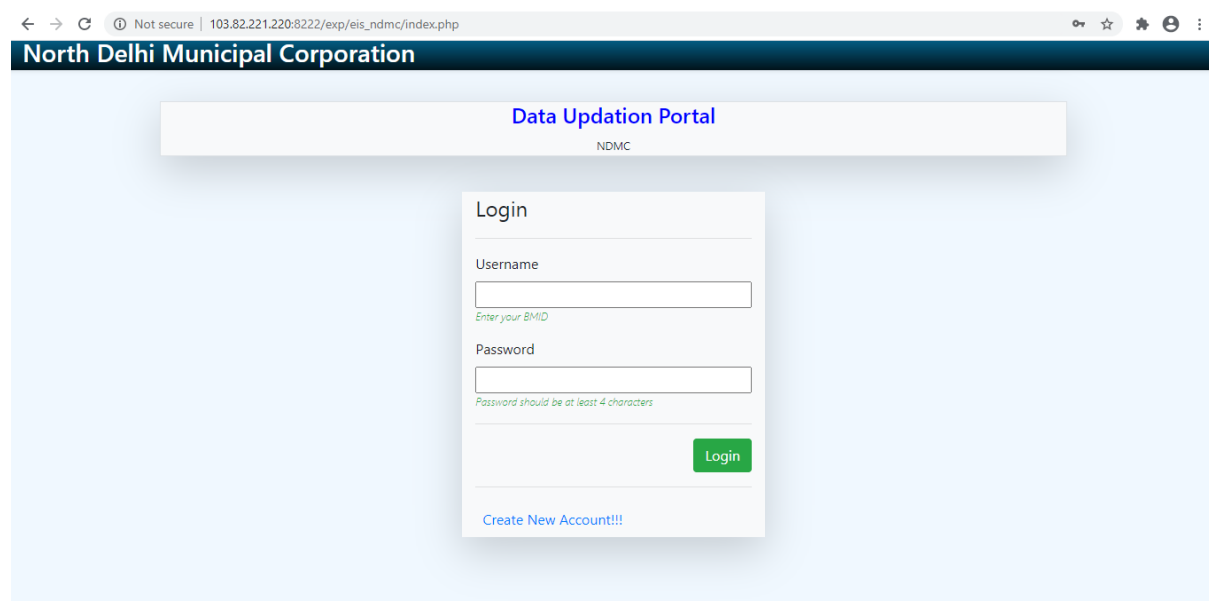
DDO's of the departments can check the data of their employees and if any modification/correction required the same can be updated from this application.

Details regarding how to use the application please refer the steps mentioned in screens for your information.

Open the web browser in your computer



In the address bar type **http://103.82.221.220:8222/exp/eis_ndmc/index.php** on your browser



DDO Need to create his login id and password by clicking on “Create New Account” link and completing the form details. Once login id created the same may be used for login to the system for data updation work. (Use BMID as username only)

← → ↻ ⓘ Not secure | 103.82.221.220:8222/exp/eis_ndmc/index.php

North Delhi Municipal Corporation

New User Registration

Username(BMID) :
Enter your BMID

Password :
Password should be at least 4 characters

Re-Password :
Please confirm password

[Register](#) [Close](#)

Password should be at least 4 characters

[Login](#)

[Create New Account!!!](#)

← → ↻ ⓘ Not secure | 103.82.221.220:8222/exp/eis_ndmc/index.php

North Delhi Municipal Corporation

Data Updation Portal

NDMC

Login

Username

Enter your BMID

Password

Password should be at least 4 characters


[Login](#)

[Create New Account!!!](#)

When DDO clicks on “Login” after entering the login id, the user will be able to see the below screen.

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EIS Update System

DDO BMID : 10000001

User Manual

Update Employee

Add New Employee

Logout

Data Update Form

Search Employee:

Employee Code(BMID):

Details:

Update Employee Details:


Appellation :	--SELECT APPELLATION--	Name :	<input type="text"/>
Gender :	--SELECT GENDER--	Date Of Birth :	mm/dd/yyyy <input type="button" value=""/>
E-Mail ID :	<input type="text"/>	Mobile No. :	<input type="text"/>
Primary Organisation :	--SELECT PRIMARY ORGANISATION--	Zone/HQ :	--SELECT ZONE/HQ--
Department :	--SELECT DEPARTMENT--	Service :	--SELECT SERVICE--
Service Cadre :	--SELECT SERVICE CADRE--	Date Of Joining (Govt. Services) :	mm/dd/yyyy <input type="button" value=""/>
Source of Recruitment :	--SELECT SOURCE OF RECRUITMENT--	Cadre Service Identification No. :	<input type="text"/>
Employee Code :	<input type="text"/>	Service Allotement Year :	<input type="text"/>

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DDO will have to enter the BMID No. of their employees for whom the data is to be updated and click the search button. The data will be populated in the table grid below the search button.

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EIS Update System

DDO BMID : 40000130

User Manual

Update Employee

Add New Employee

Logout

Data Update Form

Search Employee:

Employee Code(BMID): 40000130

Details:

Update Employee Details:

Appellation :	--SELECT APPELLATION--	Name :	<input type="text"/>
Gender :	--SELECT GENDER--	Date Of Birth :	mm/dd/yyyy <input type="button" value=""/>
E-Mail ID :	<input type="text"/>	Mobile No. :	<input type="text"/>
Primary Organisation :	--SELECT PRIMARY ORGANISATION--	Zone/HQ :	--SELECT ZONE/HQ--
Department :	--SELECT DEPARTMENT--	Service :	--SELECT SERVICE--
Service Cadre :	--SELECT SERVICE CADRE--	Date Of Joining (Govt. Services) :	mm/dd/yyyy <input type="button" value=""/>
Source of Recruitment :	--SELECT SOURCE OF RECRUITMENT--	Cadre Service Identification No. :	<input type="text"/>
Employee Code :	<input type="text"/>	Service Allotement Year :	<input type="text"/>

DDO can now click the update button as shown in RED button to pre-populate the PIMS form as shown in the below screen.

EIS Update System

DDO BMID : 40000130

User Manual

Update Employee

Add New Employee

Logout

Details:

ACTION	EMPLOYEE CODE	APPEL	NAME	GENDER	DOB	EMAIL-ID	MOBILE No.	PRE. ORG.	ZONE	DEPARTMENT	SERVICE	S. CADRE	DOJ(SER.)	S.O.F. RECR.	CSID	SER. ALLOT(Y)	DESIGNATION	APPOINT. TYPE	DES. APPOINT(D)	DES. JOINING(D)	EFFEC. FROM(D)	UND. PROBATION
update	15018915	MR.	ABHISHEK KUMAR	MALE	1986-02-02	ABHISHEK.KUMAR@MCD.NIC.IN	9582649544	NDMC	NDMC HEAD QUARTER	IT DEPARTMENT	MCD	IT DEPARTMENT	2014-05-05	DIRECT	15018915	2014	CONSULTANT	CONTRACT BASIS	2014-05-01	2014-05-01	2014-05-01	NO

Update Employee Details:

Appellation: --SELECT APPELLATION-- Name: _____

Gender: --SELECT GENDER-- Date Of Birth: mm/dd/yyyy

E-Mail ID: _____ Mobile No.: _____

Primary Organisation: --SELECT PRIMARY ORGANISATION-- Zone/HQ: --SELECT ZONE/HQ--

Department: --SELECT DEPARTMENT-- Service: --SELECT SERVICE--

Service Cadre: --SELECT SERVICE CADRE-- Date Of Joining (Govt. Services): mm/dd/yyyy

Source of Recruitment: --SELECT SOURCE OF RECRUITMENT-- Cadre Service Identification No.: _____

Employee Code: _____ Service Allotment Year: _____

Designation: --SELECT DESIGNATION-- Appointment Type: --SELECT APPOINTMENT TYPE--

Designation Appointment Date: mm/dd/yyyy Designation Joining Date: mm/dd/yyyy

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After clicking on update button in (refer screen), then system will display below screen with the details of particular employee information which can be updated/modified with respect to the as on status of the employee.

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EIS Update System

DDO BMID : 40000130

User Manual

Update Employee

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Logout

Details:

ACTION	EMPLOYEE CODE	APPEL	NAME	GENDER	DOB	EMAIL-ID	MOBILE No.	PRE. ORG.	ZONE	DEPARTMENT	SERVICE	S. CADRE	DOJ(SER.)	S.O.F. RECR.	CSID	SER. ALLOT(Y)	DESIGNATION	APPOINT. TYPE	DES. APPOINT(D)	DES. JOINING(D)	EFFEC. FROM(D)	UND. PROBATION
update	15018915	MR.	ABHISHEK KUMAR	MALE	1986-02-02	ABHISHEK.KUMAR@MCD.NIC.IN	9582649544	NDMC	NDMC HEAD QUARTER	IT DEPARTMENT	MCD	IT DEPARTMENT	2014-05-05	DIRECT	15018915	2014	CONSULTANT	CONTRACT BASIS	2014-05-01	2014-05-01	2014-05-01	NO

Update Employee Details:

Appellation: MR Name: ABHISHEK KUMAR

Gender: MALE Date Of Birth: 02/02/1986

E-Mail ID: abhishek.kumar@mcd.nic.in Mobile No.: 9582649544

Primary Organisation: NDMC Zone/HQ: NDMC HEAD QUARTER

Department: IT DEPARTMENT Service: MCD

Service Cadre: IT DEPARTMENT Date Of Joining (Govt. Services): 05/05/2014

Source of Recruitment: DIRECT Cadre Service Identification No.: 15018915

Employee Code: 15018915 Service Allotment Year: 2014

Designation: CONSULTANT Appointment Type: PERMANENT/REGULAR

Designation Appointment Date: 05/01/2014 Designation Joining Date: 05/01/2014

Effective From Date: 05/01/2014 Under Probation: NO

Reporting Officer(BMID): 22222222 Organisation Unit Type: HEADQUARTER Organisation Unit Name: CIVIC CENTER

Save

North Delhi Municipal Corporation

This Screen lets you to view the details of employee.

Enter or update the details of employee in the form fields as per below instructions:

- | | |
|----------------------|---|
| Appellation | : Select correct appellation from the dropdown as Mrs/Mrs. |
| Gender | : Select correct gender from the dropdown as Male/Female |
| Email ID | : Add email id in the box of the employee |
| Primary Organization | : Select correct organization from the dropdown as NDMC |
| Department | : Select correct department from the dropdown as IT Department/Health Department etc. |
| Service Cadre | : Select correct cadre from the dropdown as Name of Dept |

Source of Recruitment : Select correct details from the dropdown as Direct/Deputation
 Employee Code : Add BMID (8 Digit)
 Designation : Select correct designation from the dropdown as SO/AO
 Designation Appointment Date: Select date from date picker
 Effective from Date : Select date of current posting in the dept. from the date picker
 Name : Add name of the employee
 Date of Birth : Add correct date from the date picker
 Mobile No. : Add Mobile No.
 Zone HQ : Select correct Zone/HQ from the dropdown
 Service : Select service from the dropdown
 Date of Joining Govt Service : Select correct date from date picker
 Cadre Service Identification No. : Add Cadre Service Identification No.
 Service Allotment Year : Add Service Allotment Year (4 Digits) in the Govt/Dept.
 Appointment Type : Select correct appointment type from the dropdown
 Contract/regular
 Designation Joining Date : Add present designation joining date in the dept from
 the from the date picker
 Under Probation : Add Yes/No

Reporting officer details:-

Reporting officer (BMID) - Add BMID of the reporting officer of the Employee
 Organization Unit Type - Select organization unit type from the drop down.
 Organization Unit Name - Add organization unit name (school name/ beat name/
 hospital name/ park name etc)

Name, Designation, Appointment Type from the screen and click on “Submit” button. The details will update for the selected Employee’s, for the Date, Month and Year selected, and a success message is displayed for the same

North Delhi Municipal Corporation

Details:

ACTION	EMPLOYEE CODE	APPR.	NAME	GENDER	DOB	EMAIL-ID	MOBILE NO.	PRI. ORG.	ZONE	DEPARTMENT	SERVICE	S. CADRE	DOJ(SER.)	SO OF RECR.	CSID	SER. ALLOT(Y)	DESIGNATION	APPOINT. TYPE	DES. APPOINT(D)	DES. JOINING(D)	DES. FROM(D)	UND. PROBATI
Update	15018915	MR.	ABHISHEK KUMAR	MALE	1986-02-02	ABHISHEK.KUMAR@NDC.NIC.IN	9582649544	NDCM	NDCM HEAD QUARTER	IT DEPARTMENT	NDCM	IT DEPARTMENT	2014-05-05	DIRECT	15018915	2014	CONSULTANT	CONTRACT BASIS	2014-05-01	2014-05-01	2014-05-01	NO

DDO BMID : 40000130

User Manual

Update Employee

Add New Employee

Logout

Update Employee Details:

Appellation: MR

Name: ABHISHEK KUMAR

Gender: MALE

Date Of Birth: 02/02/1986

E-Mail ID: abhishek.kumar@ndcm.nic.in

Mobile No.: 9582649544

Primary Organisation: NDCM

Zone/HQ: NDCM HEAD QUARTER

Department: IT DEPARTMENT

Service: NDCM

Service Cadre: IT DEPARTMENT

Date Of Joining (Govt. Service): 05/05/2014

Source of Recruitment: DIRECT

Cadre Service Identification No.: 15018915

Employee Code: 15018915

Service Allotment Year: 2014

Designation: CONSULTANT

Appointment Type: PERMANENT/REGULAR

Designation Appointment Date: 05/01/2014

Designation Joining Date: 05/01/2014

Effective From Date: 05/01/2014

Under Probation: NO

Reporting Officer(BMID): 22222222

Organisation Unit Type: HEADQUARTER

Organisation Unit Name: CIVIC CENTER


Save

North Delhi Municipal Corporation

Select Date, Month and Year Date of Joining, Appointment etc from the Date Picker.

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DDO BMID : 40000130

User Manual

Update Employee

Add New Employee

Logout

Details:

ACTION	EMPLOYEE CODE	APPE.	NAME	GENDER	DOB	EMAIL-ID	MOBILE NO.	PRE. ORG.	ZONE	DEPARTMENT	SERVICE	S. CADRE	DOJ(SER.)	SO. OF RECR.	CSID	SER. ALLOT(Y)	DESIGNATION	APPOINT. TYPE	DES. APPOINT(D)	DES. JOINING(D)	EFFEC. FROM(D)	UND. PROBATION
Update	15018915	MR.	ABHISHEK KUMAR	MALE	1986-02-02	ABHISHEK.KUMAR@MCD.NIC.IN	9582649544	NDMC	NDMC HEAD QUARTER	IT DEPARTMENT	MCD	IT DEPARTMENT	2014-05-05	DIRECT	15018915	2014	CONSULTANT	CONTRACT BASIS	2014-05-01	2014-05-01	2014-05-01	NO

Update Employee Details:

Appellation:

Gender:

E-Mail ID:

Primary Organisation:

Department:

Service Cadre:

Source of Recruitment:

Employee Code:

Designation:

Designation Appointment Date:

Effective From Date:

Name:

Date Of Birth:

Mobile No.:

Zone/HQ:

Service:

Date Of Joining (Govt. Services):

Cadre Service Identification No.:

Service Allotment Year:

Appointment Type:

Designation Joining Date:

Under Probation:

Reporting Officer(BMID): Organisation Unit Type: Organisation Unit Name:


Save

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Select Appointment Type from the Dropdown.

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North Delhi Municipal Corporation



DDO BMID : 40000130

User Manual

Update Employee

Add New Employee

Logout

Details:

ACTION	EMPLOYEE CODE	APPE.	NAME	GENDER	DOB	EMAIL-ID	MOBILE NO.	PRE. ORG.	ZONE	DEPARTMENT	SERVICE	S. CADRE	DOJ(SER.)	SO. OF RECR.	CSID	SER. ALLOT(Y)	DESIGNATION	APPOINT. TYPE	DES. APPOINT(D)	DES. JOINING(D)	EFFEC. FROM(D)	UND. PROBATION
Update	15018915	MR.	ABHISHEK KUMAR	MALE	1986-02-02	ABHISHEK.KUMAR@MCD.NIC.IN	9582649544	NDMC	NDMC HEAD QUARTER	IT DEPARTMENT	MCD	IT DEPARTMENT	2014-05-05	DIRECT	15018915	2014	CONSULTANT	CONTRACT BASIS	2014-05-01	2014-05-01	2014-05-01	NO

Update Employee Details:

Appellation:

Gender:

E-Mail ID:

Primary Organisation:

Department:

Service Cadre:

Source of Recruitment:

Employee Code:

Designation:

Designation Appointment Date:

Effective From Date:

Name:

Date Of Birth:

Mobile No.:

Zone/HQ:

Service:

Date Of Joining (Govt. Services):

Cadre Service Identification No.:

Service Allotment Year:

Appointment Type:

Designation Joining Date:

Under Probation:

Reporting Officer(BMID): Organisation Unit Type: Organisation Unit Name:

Save

North Delhi Municipal Corporation

This screen shows user to add the details of Reporting officer of the respective employee.

Enter BMID, Organization unit type and organization unit of the reporting officer and click save.

North Delhi Municipal Corporation

Details:

ACTION	EMPLOYEE CODE	APPEL	NAME	GENDER	DOR	EMAIL-ID	MOBILE NO.	PRE. ORG.	ZONE	DEPARTMENT	SERVICE	S. CADRE	DOJ(SER.)	S.O. OF RECR.	CSID	SER. ALLOT(Y)	DESIGNATION	APPOINT. TYPE	DES. APPOINT(D)	DES. JOINING(D)	EFFEC. FROM(D)	UND. PROBATION
Update	15018915	MR.	ABHISHEK KUMAR	MALE	1986-02-02	ABHISHEK.KUMAR@MCD.NIC.IN	9582649544	NDMC	NDMC HEAD QUARTER	IT DEPARTMENT	MCD	IT DEPARTMENT	2014-05-05	DIRECT	15018915	2014	CONSULTANT	CONTRACT BASIS	2014-05-01	2014-05-01	2014-05-01	NO

DDO BMID : 40000130

User Manual

Update Employee

Add New Employee

Logout

Update Employee Details:

Appellation: MR. Name: ABHISHEK KUMAR

Gender: MALE Date Of Birth: 02/02/1986

E-Mail ID: abhishek.kumar@mcd.nic.in Mobile No.: 9582649544

Primary Organisation: NDMC Zone/HQ: NDMC HEAD QUARTER

Department: IT DEPARTMENT Service: MCD

Service Cadre: IT DEPARTMENT Date Of Joining (Govt. Service): 05/05/2014

Source of Recruitment: DIRECT Cadre Service Identification No.: 15018915

Employee Code: 15018915 Service Allotment Year: 2014

Designation: CONSULTANT Appointment Type: PERMANENT/REGULAR

Designation Appointment Date: 05/01/2014 Designation Joining Date: 05/01/2014

Effective From Date: 05/01/2014 Under Probation: NO

Reporting Officer(BMID): 22222222 Organisation Unit Type: HEADQUARTER Organisation Unit Name: CIVIC CENTER

Save

North Delhi Municipal Corporation

After clicking save, user can view the screen displaying “Record updated successfully” as a data saved confirmation alert.

103.82.221.220:8222 says

Record Updated Successfully

OK

Addition of New Employee in Database: Click on Add New Employee

DDO/operator can Add new employee in the database if the employee not found in the application.. the same can be added through the below screen.

North Delhi Municipal Corporation

Data Entry Form

Enter Employee Details:

Appellation : --SELECT APPELLATION-- Name :

Gender : --SELECT GENDER-- Date Of Birth : mm/dd/yyyy

E-Mail ID : Mobile No. :

Primary Organisation : --SELECT PRIMARY ORGANISATION-- Zone/HQ : --SELECT ZONE/HQ--

Department : --SELECT DEPARTMENT-- Service : --SELECT SERVICE--

Service Cadre : --SELECT SERVICE CADRE-- Date Of Joining (Govt. Services) : mm/dd/yyyy

Source of Recruitment : --SELECT SOURCE OF RECRUITMENT-- Cadre Service Identification No. :

Employee Code : Service Allotment Year(YYYY) :

Designation : --SELECT DESIGNATION-- Appointment Type : --SELECT APPOINTMENT TYPE--

Designation Appointment Date : mm/dd/yyyy Designation Joining Date : mm/dd/yyyy

Effective From Date : mm/dd/yyyy Under Probation : --SELECT YES/NO--

Reporting Officer(BMID) : Organisation Unit Type : --SELECT ORGANISATION UNIT TYPE-- Organisation Unit Name :

Save

North Delhi Municipal Corporation

DDO/operator can logout from the application using Logout Button..

North Delhi Municipal Corporation

Details:

ACTION	EMPLOYEE CODE	APPEL	NAME	GENDER	DOB	EMAIL-ID	MOBILE No.	PEL. ORG.	ZONE	DEPARTMENT	SERVICE	S. CADRE	DO(SER.)	SOLID RECR.	CSID	SER. ALLOT(Y)	DESIGNATION	APPOINT. TYPE	DES. APPOINT(D)	DES. JOINING(D)	EFFEC. FROM(D)	UND. PROBATION
Update	15018915	MR	ABHISHEK KUMAR	MALE	1986-02-02	ABHISHEK.KUMAR@MCD.NIC.IN	9582649544	NDMC	NDMC HEAD-QUARTER	IT DEPARTMENT	MCD	IT DEPARTMENT	2014-05-05	DIRECT	15018915	2014	CONSULTANT	CONTRACT BASIS	2014-05-01	2014-05-01	2014-05-01	NO

Update Employee Details:

Appellation : MR Name : ABHISHEK KUMAR

Gender : MALE Date Of Birth : 02/02/1986

E-Mail ID : abhishek.kumar@mcd.nic.in Mobile No. : 9582649544

Primary Organisation : NDMC Zone/HQ : NDMC HEAD-QUARTER

Department : IT DEPARTMENT Service : MCD

Service Cadre : IT DEPARTMENT Date Of Joining (Govt. Services) : 05/05/2014

Source of Recruitment : DIRECT Cadre Service Identification No. : 15018915

Employee Code : 15018915 Service Allotment Year : 2014

Designation : CONSULTANT Appointment Type : PERMANENT/REGULAR

Designation Appointment Date : 05/01/2014 Designation Joining Date : 05/01/2014

Effective From Date : 05/01/2014 Under Probation : NO

Reporting Officer(BMID) : 22222222 Organisation Unit Type : HEADQUARTER Organisation Unit Name : CIVIC CENTER

Save

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➤ For any queries issues regarding the form submission and process please email at ndmc.pims@mcd.nic.in