



Frequently Asked Questions (FAQs)

APT

FOR

Personal Information System



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DISCLAIMER:

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the IT 2.0 Software in an effective manner. If the Reader is having any doubt in the department Rulings and guidelines, he/she should refer to the respective manuals and volumes only. The IT 2.0 Operational Guide should not be sighted as Rulings.



Frequently Asked Questions (FAQs) : Personal Information System (ESS Dashboard)

1. Where can I manage my Personal Details in IT2.0?

You can manage your personal details under Employee Self Service → Personnel Information System option.

2. Can I View/Modify my communication details?

Yes. You can view/Modify the communication details under Employee Self Service → Personnel Information System → Service Book View & Raise Request → Communication details.

3. If I modify the communication details, then any supporting documents to be uploaded?

Yes. It is compulsory to upload supporting document.

4. Documents of what type can be uploaded as supporting document, if I modify the Communication details?

Only PDF Documents

5. What is the maximum size of the document that can be uploaded?

Maximum 500KB

6. Can I View/Modify my Bank details already submitted?

Yes. You can view/Modify the Bank details under Employee Self Service → Personnel Information System → Bank Details.

7. Maximum how many bank accounts can be added under Bank details?

Two.

One as main bank accounts for Salary Payments
other one for Off Cycle Payments (OCP).

8. How to modify the bank details?

Delete the added bank record and then ADD the new bank details.

9. Can I check whether modified bank details approved or rejected?

Yes. You can check the approval /Rejection status under Status report TAB.

10. Can I add any of my award details in PIS?

Yes. You can add your award details under Employee Self Service → Personnel Information System → Service Book View & Raise Request → Award Details.



11. Any certificates related to the award needs to be uploaded?

Yes. Its mandatory to upload award certificate/document while adding the award details.

12. What is the maximum size of the award certificate/document that can be uploaded?

Maximum 500KB

13. What kind of documents can be uploaded as award certificates?

Only PDF Documents

14. Can I check whether added award details approved or rejected?

Yes. You can check the approval /Rejection status under Status report TAB.

15. Can I add my education details in PIS?

Yes. You can add your education details under Employee Self Service → Personnel Information System → Service Book View & Raise Request → Education Details.

16. Is there any supporting educational document needs to be uploaded?

Yes. Its mandatory to upload the supporting educational document while adding educational details.

17. What kind of documents that can be uploaded while adding education details?

Documents of only PDF type.

18. What is the maximum size of the document that can be uploaded?

Maximum file size allowed is 500KB.

19. Can I check whether added educational details approved or rejected?

Yes. You can check the approval /Rejection status under Status report TAB.

20. Can I add/modify my family details in PIS?

Yes. You can add/modify family details under Employee Self Service → Personnel Information System → Service Book View & Raise Request → Family Details.

21. Can I add my Brother and Sister details under family details?

NO. You can add only your Father, Mother, Spouse, Son and Daughter details.

22. Is there any supporting documents needs to be uploaded while adding family details?

Yes. Its mandatory to upload Supporting relationship documents while adding family details



23. What kind of documents that can be uploaded while adding Family details?

Documents of only PDF type.

24. What is the maximum size of the document that can be uploaded?

Maximum 500KB

25. Can I check whether added Family member details approved or rejected?

Yes. You can check the approval /Rejection status under Status report TAB.

26. Can I add/modify, nomination details in PIS.?

Yes. You can add/modify nomination details under Employee Self Service → Personnel Information System → Service Book View & Raise Request → Nomination Details.

27. Under which categories, can I add/modify nominations in PIS?

You can add/modify nominations under Pension, Gratuity, and GPF category.

28. To whom all nomination can be made?

Presently nomination can be made to Spouse, Father, Mother, Son & Daughter.

29. Is there any supporting documents needs to be uploaded while adding nomination details?

Yes. Its mandatory to upload Supporting documents while adding nomination details

30. What kind of documents that can be uploaded while adding Nomination details?

Documents of only PDF type.

31. What is the maximum size of the document that can be uploaded?

Maximum 500KB

32. How many nominations can be registered under each category?

No restrictions on number of nominations. But total Share percentage should be 100%

33. Can I view/Download my Service book in PIS?

Yes. You can view/download your service book under Employee Self Service → Personnel Information System → Service Book View & Raise Request → Download Service Book Option.

34. In which format can I download my service book?

In PDF Format only.



35. Can I File Annual Immovable Property Statement (AIPR) in PIS?

Yes. You can file AIPR under Employee Self Service → Personnel Information System → Annual Immovable Property Returns → File New AIPR TAB.

36. Can I view filed Annual Immovable Property Statement (AIPR) in PIS?

Yes. You can view the filed AIR under Employee Self Service → Personnel Information System → Annual Immovable Property Returns → View AIPR TAB.

37. Can I view the Gradation List of the division?

Yes. You can view the Gradation list of the division under Employee Self Service → Personnel Information System → Gradation List option.

38. What is NOC? Can I apply for NOC in PIS?

NOC means NO objection certificate. Whenever the employee wants to apply for other department Examinations then he needs to get NOC from competent authority.

Yes. You can apply for NOC under Employee Self Service → Personnel Information System → NOC → NOC Apply option

39. What is intimation? Where can I enter intimation details?

Whenever employee Purchase any Property/ Disposal the Property he has to intimate the department. This is called intimation.

You can apply for intimation under Personnel Information System → Intimation → Intimation Option.

40. While applying for NOC, any document needs to be uploaded?

Yes. Request letter only in PDF document type is to be uploaded while applying for NOC

41. What is the maximum size of the document that can be uploaded?

Maximum 500KB

42. Can I check the status of the NOC?

Yes. You can check the status of NOC under Employee Self Service → Personnel Information System → NOC → NOC status option.

43. Where can I forward the Award details to Approving Authority?

You can forward the award details under Personnel Information System → PIS Utilities → Forward Award Details option.

44. Where can I forward the Communication details to Approving Authority?

You can forward the Communication details under Personnel Information System → PIS Utilities → Forward Communication Details option.



45. Where can I forward the Education details to Approving Authority?

You can forward the Education details under Personnel Information System → PIS Utilities → Forward Education Details option.

46. Can I Edit the award details of the employee?

Yes. You can edit the details under Personnel Information System → PIS Utilities → Edit Award Details option.

47. Can I Edit the Communication details of the employee?

You can Edit the details under Personnel Information System → PIS Utilities → Edit Communication Details option.

48. Can I Edit the Education details of the employee?

You can Edit the details under Personnel Information System → PIS Utilities → Edit Education Details option.

49. Where can I Approve/Reject Communication details updated by the employee?

You can Approve/Reject the communication details under Personnel Information System → Approve Personnel Information Service Requests → Communication Details option.

50. Where can I Approve/Reject Bank details Added/Updated by the employee?

You can Approve/Reject the bank details under Personnel Information System → Approve Personnel Information Service Requests → Bank Details option.

51. Where can I Approve/Reject Award details Added/Updated by the employee?

You can Approve/Reject the Award details under Personnel Information System → Approve Personnel Information Service Requests → Award Details option.

52. Where can I Approve/Reject Family details Added/Updated by the employee?

You can Approve/Reject the Family details under Personnel Information System → Approve Personnel Information Service Requests → Family Details option.

53. Where can I Approve/Reject Education details Added/Updated by the employee?

You can Approve/Reject the Education details under Personnel Information System → Approve Personnel Information Service Requests → Education Details option.

54. Where can I Approve/Reject Nomination details Added/Updated by the employee?

You can Approve/Reject the Nomination details under Personnel Information System → Approve Personnel Information Service Requests → Nomination Details option.



55. Where can I Approve/Reject NOC and Intimation?

You can Approve/Reject NOC and Intimation under Personnel Information System → NOC and Intimation → NOC Approve/Reject option.

56. Where can I generate NOC and Upload?

You can generate & Upload NOC under Personnel Information System → Generate NOC & Upload

57. Can I view division wise/Circle wise gradation list?

Yes. You can view division wise/Circle wise gradation list under Personnel Information System → Gradation List.

58. Where Can I create new employee record in PIS?

you can create new employee record under Personnel Information System → New Employee creation & Updation → Create New Employee Option.

59. What are the steps involved in employee creation?

There are 3 steps involved in creation of employee record in PIS.

- a) Personal Information → here employee personal details needs to be filled.
- b) Communication Details → here employee Communication details needs to be filled.
- c) Posting information. → here employee posting details need to be mapped.

60. Is Mapping of employee post details is compulsory while creating employee record?

Yes. Its compulsory to map the post details while creating employee record. So before creating employee record, First post details needs be created then mapped under posting information

61. Can I view/modify the employee details after creation?

Yes. You can view/modify the employee details under Personnel Information System → New Employee creation & Updation → View and Update Employee Master Data option.

62. After creation of employee record, is approval of the same is mandatory?

Yes. After employee creation, same needs to be approved under Personnel Information System → Employee Operations → Approve Employee Option.