

EDUCATIONAL PERSONAL INFORMATION SYSTEM (EPIS)

1.0 Introduction:

Under Project e-Sishu, there are three components as Child Tracking System (CTS), School Information System (SIS) and Teacher Information System (TIS) carrying information of Child, School and Teacher respectively. Educational Personal Information System (EPIS) has been developed to generate TIS by computerizing the personal details of all the employees and teachers/SS/EVs under School and Mass Education Department alongwith their monthly pay roll/remuneration, details of service particulars and loans as well as pending court cases etc. This will be implemented in each of the DDOs starting from Directorate of Elementary Education and OPEPA at State level to DPC, D.I. and BDOs at field level where the pay roll of the employees and teachers/SSs/EVs are being maintained.

2.0 Why EPIS?

EPIS will be implemented independently at 432 locations (each DDOs) under Directorate of Elementary Education simultaneously. This information will be assimilated at District Project Office and further will be synchronized to State Server of OPEPA through V-Sat.

These are some reasons why we are going for such an Information System.

- 1) This will help the administration to get on-line information on employee details. Pay roll, Budgeting, Expenditure monitoring, Court cases monitoring can be done by EPIS.
- 2) As the teachers/SSs/EVs will be tagged with School EMIS Code in the system, on-line information about school-wise teacher requirement with respect to children can be assessed and the appropriate authority can take the decision for teacher rationalization and recruitment for support to the schools.
- 3) This will also give the detail information of the teachers gradation list as well as forthcoming retirement position in the year so that appropriate administrative actions can be taken.
- 4) This will be updated at each DDO to generate the pay bill and acquaintance roll for the employees/teachers/SSs/EVs in each month. This will support the Department for budget controlling and submission of Utilization Certificate. Each employee will also be given a pay slip showing details of his/her pay and deduction.

3.0 Comparison with HRMS:

Human Resource Management System is designed by Government of Orissa in G.A. Department to computerize and assimilate the information of all the employees under State Government. This does not carry the information on pay roll and court cases as in EPIS. HRMS is a system for the Government to track the employees but EPIS is helpful to the DDOs to monitor the employees/teachers/SSs/EVs as well as in pay bill generation, managing the Court cases and teacher rationalization, transfer and new engagement etc. However, the DDOs can use the information in HRMS form, if already collected, to fill up of Personal Information of employees in EPIS to keep the equality of data in both the form.

4.0 Who are to be covered:

- 1) All the employees under Directorate of Elementary Education
- 2) All the deputed and contractual employees under OPEPA and District Project Office.
- 3) BRCCs/CRCCs/SSs/EVs getting salary from District Project Offices or D.I. of Schools.
- 4) All the employees and teachers under the control of D.I. of School including the D.I. of Schools.
- 5) Employees and teachers under Elementary Education and getting salary from Block Offices and ULBs.

5.0 Sources of information:

Two types of formats have been designed to collect the information in EPIS. One form covers all the regular/contractual employees under Directorate of Elementary Education and OPEPA (Regular Data Sheet) and the other form is to collect the information of SSs (S.S. Data Sheet). To fill up these forms at each DDOs, three sources will be referred as follows:

- 1) Employee Service Book for regular employees and teachers or Personal Files/Personal Declaration by contractual employees/SSs/EVs.
- 2) Pay and Acquaintance Roll available at DDO.
- 3) Personal details are to be filled up by the employee themselves.

As mentioned above, some of the information will be filled up by the employees and teachers/SSs/EVs where as the other information will be filled up by concerned DDOs from records. The details are explained in the Instruction Manual accompanying the Data Collection Formats.

6.0 Roll and Responsibility:

- 1) The Programmer of the District Project Office will monitor the smooth implementation of the software at different DDOs.
- 2) The DDOs will be responsible for collection and authentication of the data in prescribed formats for all the employees and teachers under their control.
- 3) The concerned employees and teachers/SSs/EVs will verify their individual formats, provide necessary information which is not available in Service Book or any official records and sign in each page of the format certifying that the provided information are correct.
- 4) Implementing Agency will enter the data in the software for each DDO, install the software at each DDO location and D.I.S. alongwith a computer professional at each D.I.S. for six months to facilitate the DDO for monthly Updation, pay bill generation and data accumulation and consolidation.

7.0 How to go about it:

- 1) Each DDO has to intimate OPEPA on the detail statistics of number of employees/teachers/SSs/EVs present in their Office through the assessment format supplied vide Office letter No. 5464, Dt.16.8.2006. 20 Districts have already intimated the same.
- 2) OPEPA will assess the format requirement, print and supply to the DDOs though DPCs alongwith the instruction manuals. One set of instruction manual will be provided to one DDO location along with Annexure.
- 3) Each employee will fill up two sets of form. First set in pencil first and then in Ball point pen and second set in Ball Point Pen. One will be retained with DDO and second one will be sent to OPEPA for computerization.
- 4) DDOs will fill up the formats by making camp of employees/teachers/SSs/EVs in any holiday so that the Government work will not hamper. The information available in Service Book and Pay Roll Acquaintance will be filled up by the DDO.
- 5) DDO is responsible for correctness of information of Service Book and Acquaintance Roll where as each individual employee will be responsible for correctness of Personal details.
- 6) The employee/Teacher/SSs/EVs will verify their information in the data sheet and sign in each page after being confirmed about the correctness.

- 7) DDOs will send the formats to OPEPA through D.I.S./DPC for computerisation which in turn will be handed over the implementing agency for implementation.
- 8) After data entry, the software alongwith data will be loaded at DDO location computer where it will be validated by the DDO with respect to form.

8.0 Time frame:

- 1) Printing and supplying of Data Sheets by OPEPA by 20th October 2006
- 2) District Level Orientation to DDOs by 25th October 2006 – Sufficient number of Resource Persons are to be trained.
- 3) DDO-wise data collection through camps from 26.10.2006 to 13.11.2006 (on holidays)
- 4) Sending Data Sheets to OPEPA by 15.11.2006
- 5) Data Entry by Implementing Agency from 16.11.2006 to 15.12.2006.
- 6) Validation of Data with respect to original data sheets at DDO locations 16.12.2006 to 30.12.2006.
- 7) Generation of Computerize Pay Bills and verification with Manual system for next three months (January, February and March'07) before finalization of acceptance of software.

9.0 Training schedules:

- 1) State Level Orientation to the Programmers on 20.9.2006
- 2) Teleconferencing Programme for field functionaries on 5.10.2006
- 3) District Level Orientation and Modality finalization by Master Trainers (DPC/D.I.S./Programmer/DEOs) and Orientation to the DDOs on a suitable day from 12.10.2006 to 25.10.2006.
- 4) Training to employees/teachers/SSs/EVs in a camp for filling up the Data Sheets on the holidays within 26.10.2006 to 13.11.2006 for spot data collection.

10.0 Conclusion:

It is intend by the Department for on-line monitoring of the employee and teacher related issues through computerized EPIS system for betterment of this Department. The support from all the DDOs in this connection is mostly required for successfulness of the project.