

# DigitalNIC Launched, Enabling Single Window Experience to NIC Employees

**D**igitalNIC has been conceived & developed by Office Automation Division(OAD) with a vision to provide a single window solution to NIC administration and employees for all kind of administrative, technical & financial activities. It provides dashboard at functional levels like DG, HoG, SIO, HoD and at Individual levels i.e. for Individual Employees.

Some of the key features of DigitalNIC dashboard are Employee Profile, Entitlements, Payments, Income Tax Calculation Sheet, GPF Statement, Form 16, Digital and Physical Assets, Knowledge

head-wise breakup of allocation and expenditure, availabilities of budget at any point of time. List of employees on tour or leave, attendance reports, application details which are pending for approval i.e. e-Tour, PAC, APAR etc. other modules like MPR, Offline Exam (GudApps) and various types of other reports.



## Employees View

Various employee centric services are provided to individuals. Employees can view their Profile, Service Book, Entitlements, Tours, Leave Balance, Payments, Payslip, Form 16, GPF Statement, IT Statement, Digital and Physical Assets, Appraisal, Attendance, Immovable Property Return, Projects, Team, Directory Search etc. Some online services are also provided to employees such as Online APAR, WCAR, PAC, e-Tour, NOC, News Paper, Tuition Fee, Online Exam (GudApps), and Monthly Performance Report, Feedback etc.



DG addressing the NIC Officers across the nation after inaugurating the DigitalNIC Platform



Shri Ajay Rampal, Sr. Technical Director explaining the features of DigitalNIC

Cafe, Leave Balance, Projects, Budget Monitoring, NIC Manpower, Online Services i.e. APAR, WCAR, e-Tour, NOC, PAC, Tuition Fee and News Paper reimbursement.

## DG View

It contains upper level view of various modules. Some of the features are Technical and Administrative manpower strength and its distribution in states and hqrs, Budget Monitoring DDO wise budget allocation and its expenditure,

## SIO/ HoG View

State Informatics Officer (SIO) and Head of Group (HoG) can view the details with respect to their State or Group. They can view the technical and administrative manpower distribution within their state or group, total number of districts or division and employees working in those districts or divisions, they can monitor the attendance of their team, employees on tour or leave. Status of appraisal reports and applications pending for approval and other reports.

## Knowledge Cafe

It's a kind of platform where knowledge is being shared among peers. Any NICian can register for delivering talk on subject/topic of his/ her interest and can deliver talk during extended lunch hours i.e. 1.30 PM-2.00 PM. Till now, more than 240 talks have been delivered using Webinar and each session attended by on average 350+ employees.

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