

# Manav Sampada : Frequently Asked Questions (FAQs)

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### **FOR BLOCK PMIS INCHARGE**

**Q1) What are the mandatory fields that are required to be filled while updated old records in an employee servicebook?**

A) **FORM 1:** All entries marked with #

**FORM 2:** Phone and Email Id (if any) and all other entries marked with #

**FORM 3:** All entries marked with #

**FORM 7:** Joining and Relieving entries of present area of service and of the past two areas of service

**FORM 9:** Departmental Proceedings (the ones recorded in the servicebook)

**Q2) What to do if an employee in my block has retired/expired?**

A) Fill **FORM 7 (TUTORIAL 2 & 3)** of employee. Under **SECTION 2-A, COMMONLY USED TRANSACTION**, select **OTHER (CHOOSE TO GET A LIST)** and for trans./Entry Type, select **SERVICE CLOSING>>RETIREMENT/EXPIRED** and then fill the other details.

**Q3) What to do if an employee in my block has been promoted as Head Teacher?**

A) Fill **FORM 7 (TUTORIAL 2 & 3)** of employee. Under **SECTION 2-A, COMMONLY USED TRANSACTION**, select **PROMOTION** and then fill the other details.

**Q4) What to do if an employee in my block has been promoted as TGT/C&V?**

1) Do a **PROMOTION** Entry in Form 7

2) Please email the old PMIS Codes and other relevant detail to Directorate of Higher Education (dir.edu@rediffmail.com)

**Q5) What to do an employee in my block has been transferred?**

A) Do relieving entry by following **Tutorial 5**.

**Q6) What do I do if another teacher has been transferred into my block?**

A) Do joining entry by following **Tutorial 5**.

**Q7) What do I do if an employee has more than one PMIS Code?**

**A)** Send all the codes to your District Nodal Officer (Elementary) and highlight the code which is mentioned in their servicebook. This code will be retained while the other would be deleted.

**Q8) What do I do if there are employees showing my block which do not belong there?**

**A)** Email your District Nodal Officer (Elementary) there PMIS Codes and Names. If possible, also send them their current posting office and Establishment Office.

*In case of any other problem, please your PMIS district nodal officer (elementary). If you do not receive a response from them within 1 week, you may whatsapp us or email us at [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com).*

## FOR DISTRICT PMIS INCHARGE

**Q1) What to do if a block says that they are unable to open *any* employee's details from their account?**

**A)**

**STEP 1:** Follow **Tutorial 7** and open PMIS Code which Block uses to log in. Check if the **DESIGNATION** is correct (it should be BEEO), **POSTING AND ESTABLISHMENT OFFICE** (Block Office).

**STEP 2:**

- a) Follow **Tutorial 6** to check if the Block has been given the correct role (Establishment Data Entry)
- b) Follow **Tutorial 6** to check if the Block account is active (check picture below)

The screenshot displays three sections of the PMIS system interface:

- Employee Details:** Office Level: Block/High School; Establish/Posting Office: Bilaspur, BEEO,Sadar[BILASPUR, DY.DE (ELEM)] बिरसापुर, सरदार ...; Employee Name: 21099 - ACHHAR LATA(ELEM)-Gen.
- Assigning Application Role:** Application Name: Personal MIS; Role to Assigned: Admin; Role Purpose: Data Entry/ Administrator/ General; Verification: ; Note: "An employee can have single role purpose only".
- Set Initial Password:** Current Status:  Active; \*Check this to allow login to user; User Password: 21099\_2016.

**Q2) What to do if a block says that they are unable to open some employee's details from their account?**

**A)**

**Step 1:** Follow **Tutorial 7** and check if their **POSTING AND ESTABLISHMENT OFFICE** are correct. If they aren't, correct them. Otherwise, email us at [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com)

**Step 2:**

- a) Check whether the employee is verified or unverified. Use the Block's PMIS Code to log into their account, open any form (From eServicebook Master or eServicebook Transaction).
- b) Type PMIS Code and press on "**Check Lock/Unlock Status**".
- c) If the person is verified, the servicebook should open from eServicebook Transaction.
- d) If the person is unverified, the servicebook should open from eServicebook Master.

(71) WhatsApp | Inbox - riyasamagrade | Manav Sampada- Emplo | Details - Elementary Edu | admis.hp.nic.in/genpmis/Aspx/perempfamilydetail.aspx

**मानव सम्पदा** Government of Himachal Pradesh  
 A Green Governance Tool for Human Resource & Financial Management

Department of ELEMENTARY EDUCATION | Logged As: 23050- SHEELA NEGI, BEEO | Posted At: Anni, BEEO.

Initialization | EServiceBook Master | EServiceBook Transaction | Reports/Queries | Transfer/Promotion | My Profile

**FORMS: Employee Family Information**

Previous Form | **Employee Family Details** | Next Form

Enter Employee Code/Name (minimum 3 Char) [ ] Search # Check Employee Lock/Unlock Status

First Name [ ] Middle Name [ ]  
 Last Name [ ] Date of Birth [ Select Date ]

**Family Details**

Family Member Name [ ] #  
 Relation [ Wife ] # Date of Birth [ ]  
 Dependent  Yes  No Whether Employed  State  Centre  Others  
 Whether in Same Deptt  Yes  No Employee Code [ ]  
 Name of department other then Same Deptt [ ]

6.jpg | 5.jpg | 4.jpg | 3.jpg | 2.jpg | Show all

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**Q3) What to do if there is a spelling mistake for an employee in my district?**

**A) Follow Tutorial 7.**

**Q4) What to do if the Date of Birth for an employee in my district is wrong?**

**A) Follow Tutorial 7.**

**Q5) What to do if an employee in my district has a wrong posting office mentioned online?**

**A) Follow Tutorial 7.**

**Q6) What to do if an employee in my district has a wrong designation mentioned online?**

**A) Follow Tutorial 7.**

**Q7) What do I do if an employee has more than one PMIS Code?**

**A) Follow Tutorial 7.**

**Q 8) What to do if a BEEO in my district has been transferred?**

**A) Use your DATA ENTRY ID to do online Relieving of old BEEO. For the new BEEO, depending on where their establishment was earlier, do online relieving (at block/district level) from old office and do online Joining at new office. Make sure that the new BEEO has Data Entry role. You can give that using TUTORIAL 6**

**Q9) What to do in case a particular school name is not showing on the portal?**

**A) Email us the school, block name and your phone number at [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com)**

**Q10) What to do in case a particular school has CLOSED?**

**A) Email us with the school name and code and block name at [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com)**

**Q11) What to do in case there exists two or more schools of the same name?**

**A) Email us with all the different school names and codes and block name at [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com)**

**Q12) How do I assign - ESERVICEBOOK CORRECTION role to block PMIS officers?**

**A) Check Tutorial 6**

*In case of any other problem, please you may whatsapp us or email us at [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com).*