

Manav Sampada Tutorials
Tutorial 12: Upload Digital Signature
Contact us @ pmis.dee@gmail.com

DEPUTY DIRECTOR (or District PMIS Nodal Officer) NEED TO DO THE FOLLOWING ENTRIES:

- (1) Open the Manav sampada website (<http://admis.hp.nic.in/genpmis/login.aspx>)
OR

Type “manav sampada” in google and open the first link

- (2) Login to your PMIS Account
(3) Go to **My Profile** → **Upload Scanned Signature**



The screenshot shows the Manav Sampada dashboard for a user logged in as KUMARI DEVKI PRABHA. The 'My Profile' menu is open, and the 'Upload Scanned Signature' option is highlighted. Other options in the menu include View eServicebook, Online Leave/Tour Management, Update Property Details, Update Contact Details, Upload Training Details, Upload Department, Upload ACR, View Salary/Biometric Attendance Detail, File Your Nomination for MCI Election, Cast Your Vote for MCI Election, Upload ACR - Medical Teaching Staff, Update Password, Submit NOC Detail, and View NOC Received Detail. The dashboard also shows a 'Main Menu' and an 'Employee Dashboard' with a 'My Profile' section containing buttons for ACR, APR, Training Detail, and Contact Detail.

- (4) Click on **Choose Image** to select the image from your computer and click on **Upload Signature** (do not upload an image of a blank page with the signature in a corner, crop the image to *only* include the signature)



The screenshot shows the 'UPDATE MY SCANNED SIGN' form. The user is logged in as KUMARI DEVKI PRABHA. The form fields are: Department (HIGHER EDUCATION), Enter Employee Code (41281), First Name (KUMARI), Middle Name (DEVKI), Last Name (PRABHA), Date of Birth (28/03/1960). The 'Upload Sign' section has a 'Choose File' button (No file chosen) and an 'Upload Sign' button. A note below the buttons says '(Only Jpeg Image Should be Uploaded)'. A link 'Click Browse to select Jpeg file...' is also visible.

IN CASE YOU DO NOT KNOW YOUR ACCOUNT PASSWORD, PLEASE FOLLOW THE FOLLOWING ALTERNATIVES IN THE ORDER MENTIONED:

ALTERNATIVE 1: Type three alphabets of first name in CAPITAL followed by year of birth.
For eg. LAX1960 (for Laxmi Prasad born in 1960)

ALTERNATIVE 2:

(5) Open the Manav sampada website (<http://admis.hp.nic.in/genpmis/login.aspx>)
OR

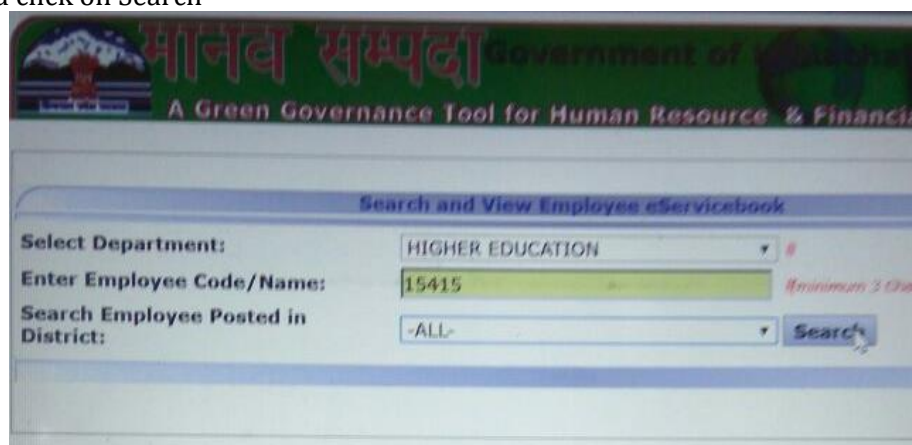
Type “manav sampada” in google and open the first link

(6) Click on **View e-Service Book**



The screenshot shows the Manav Sampada website interface. At the top, it says "Government of Himachal Pradesh" and "मानव सम्पदा". Below this, there is a login section with fields for "Department", "Login ID (Enter Emp Code)", and "Password". A "Login" button is present. A notice board is visible, listing various orders with columns for S.N, Dept, Order Date, and Order Description. A yellow box highlights the "View eService Book" link in the navigation menu.

(7) **Select Department-** Higher Education (Remember, posts like Deputy Director, Assistant Director, Joint Director, etc are in the higher department). Write PMIS Code and click on Search



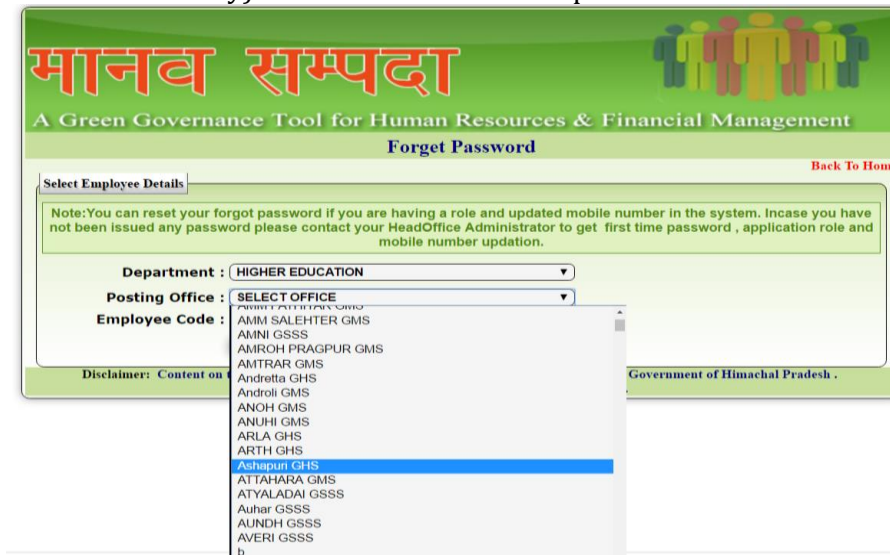
The screenshot shows the "Search and View Employee eServicebook" page. It has three input fields: "Select Department:" with a dropdown menu showing "HIGHER EDUCATION", "Enter Employee Code/Name:" with a text box containing "15415", and "Search Employee Posted in District:" with a dropdown menu showing "-ALL-". A "Search" button is located to the right of the district dropdown.

(8) Now you know what latest posting of yours has been updated online.

(9) DO NOT CLOSE THIS TAB, but open the website again in other tab. This time click on 'Forgot your Password'



(10) The posting office is what you saw in the earlier step (you don't need to search the school name in the dropdown, just start typing the school name and it will be searched automatically). Fill the details here and press **Reset**.



(11) Add your **Date of Birth** and an **OTP** will be sent to your registered number.

ALTERNATIVE 3: If and only if the above two alternatives do not work for some reason (for eg. your phone number is not mentioned online for the OTP to come at), email the PMIS Code at pmis.dee@gmail.com