

Manav Sampada Tutorials
Tutorial 13: Send Servicebook for Verification Employees
Contact us @ pmis.dee@gmail.com

ONLY BLOCK PMIS IN-CHARGE CAN SUBMIT SERVICEBOOK FOR VERIFICATION:

Step: 1) Go to <http://admis.hp.nic.in/genpmis/> or just type **Manav Sampada** in Google and click on first web link.

Step: 2) Login (as taught in **Tutorial 1**)

Step: 3) Go to:

EserviceBook Master → Verification of eServicebook Master



Fig (ii): Transactions on Service Books which are not verified

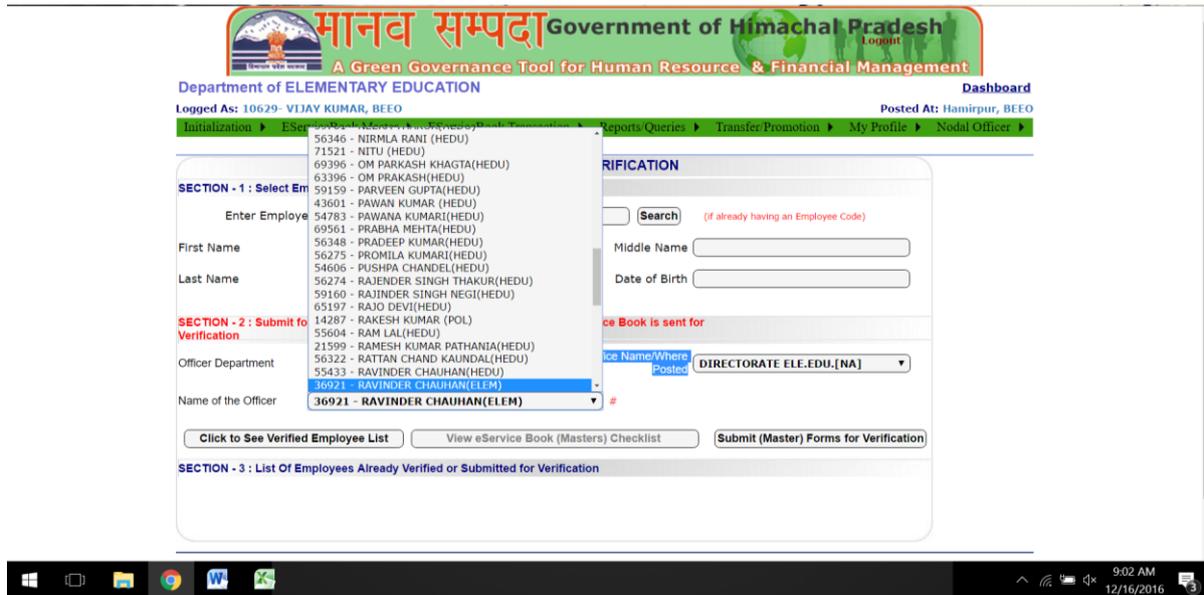
Step 4) In Section-1, type Employees PMIS Code in **Enter Employee Code/ Name** and then click on Search (as shown below)



Step 5) In Section -2:

Officer Office Name/Where Posted: Directorate Ele Edu (NA)

Name Of The Officer: 36921 – Ravinder Chauhan (ELEM)



Department of ELEMENTARY EDUCATION Dashboard

Logged As: 10629- VIJAY KUMAR, BEO Posted At: Hamirpur, BEO

Initialization → EService Book (Masters) Checklist → Reports Queries → Transfer Promotion → My Profile → Nodal Officer →

SECTION - 1 : Select Employee

Enter Employee Code

First Name

Last Name

SECTION - 2 : Submit for Verification

Officer Department

Name of the Officer

36921 - RAVINDER CHAUHAN (ELEM)

Search (if already having an Employee Code)

Middle Name

Date of Birth

Service Book is sent for

Officer Name/Where Posted: DIRECTORATE ELE.EDU.[NA]

Click to See Verified Employee List View eService Book (Masters) Checklist Submit (Master) Forms for Verification

SECTION - 3 : List Of Employees Already Verified or Submitted for Verification

And click on **Submit (Master) Forms for Verification.**