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

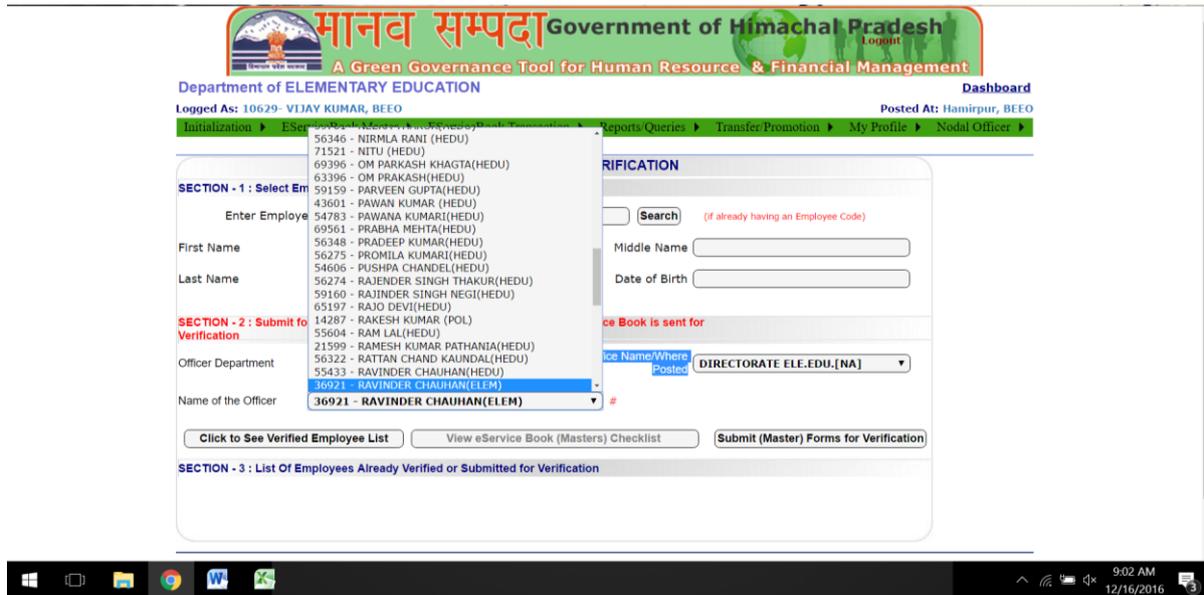**Fig (ii): Transactions on Service Books which are not verified**

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)

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