

## <u>ManavSampada Tutorials</u> <u>Tutorial 15</u>: अपनी Servicebook देखें और पूरी करें <u>अपने खंड PMIS In-charge को संपर्क करने का नंबर यहां से देखें</u>: http://bit.ly/2v45Msi <u>हमें संपर्क यहाँ पर करें:</u> 7831060179, pmis.dee@gmail.com

## Teachers को अपनीeServicebookदेखने और पूरी करने के लिए 6 Steps :

Step: 1)http://admis.hp.nic.in/genpmis/ पर जाएं या Google में "ManavSampada" type करें

और प्रथम वेब (First web link) लिंक पर क्लिक (CLICK) करें i.e. "MANAV SAMPADA- Login page hp.nic"

(Figure (i)) में दिखाया गया है | )



## Figure (i) Google Result after typing ManavSampada

Step: 2)

"MANAV SAMPADA" वेब-पोर्टल (Web portel) का रूप Figure (ii) में दिखाया गयाहै।

Department of Elementary Education Himachal Pradesh, Shimla-171001



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10     irrw     23/06/2016     2923/2015412     2015412     2016412       11     irrw     23/06/2016     2923/2015412     2016412     2016412       12     irrw     23/06/2016     2920/2015412     2016412     2016412       13     irrw     23/06/2016     2920/2015412     2015412     2015412       13     irrw     23/06/2016     2920/2015412     2015412     2015412       13     irrw     23/06/2016     2920/201542     2015412     2015412       14     irrw     23/06/2016     2920/20154     2015412     2015412       15     irrw     23/06/2016     2920/20154     2015412     2015412       16     irrw     irrw     irrw     irrw     irrw       17     irrw     23/06/2016     2920/20154     2015412       18     irrw     irrw     irrw     irrw       19     irrw     irrw     irrw     irrw       19     irrw     irrw     irrw     irrw	10     HFW     23/08/2016     925/2016-trief of Smir. Rich Devol of Smir. Rich Dev	8	HFW	24/08/2016	9294 / 2016-transfer order of Sunil Kumar,MHW 9293 / 2016-transfer order of Kailash Chand MHW							
11       HFW       23/08/2016       2291 / 2015-transfer order of Sunita Dogra,FHW         12       HFW       23/08/2016       5228 / 2015-transfer order of Babita,FHW         13       HFW       23/08/2016       5228 / 2015-deputation order of Tashi Palmo,FHW	11     IHFW     23/06/2016     2231.2016-transfer order of Sunita Doors.PHW       12     IHFW     23/08/2016     2238.2.2016-deputation order of Tashi Palmo.PHW       13     IHFW     23/08/2016     2288.2.2016-deputation order of Tashi Palmo.PHW	10	HFW	23/08/2016	9292 / 2016-trf of Smt. Ruchi Devi DH		Letter from Chi	tion of the				
12 IHFW 23/08/2016 9289 / 2015-transfer order of Babita.FHW 13 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 14 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 14 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 23/08/2016 9288 / 2015-deputation order of Tashi Palmo.FHW 15 IHFW 25 IHFW 2	12       HFW       23/08/2016       2920 / 2015-transfer order of Babita.FHW         13       HFW       23/08/2016       9288 / 2016-deputation order of Tashi Palmo.FHW         t       Training Schedule for Boards/ Corporations/Leftout		HFW	23/08/2016	9291 / 2016-transfer order of Sunita Dogra,FHW		Software	departments				
13  HFW  23/08/2016  9288 / 2016-deputation order of Tashi Palmo,FHW   Training Schedule for Boards/ Corporations/Leftout	13 HFW 23/08/2016 2288 / 2015-deputation order of Tashi Palmo,FHW	11	HFW	23/08/2016	9290 / 2016-transfer order of Babita,FHW							
· · · · · · · · · · · · · · · · · · ·	( ) Utepariments	11 12	HFW	23/08/2016	9288 / 2016-deputation order of Tashi Palmo,FHW		Training Schedu	ule for Boards/ Corporations/Leftout				
		11 12 13				- F	La departmenta					

Figure (ii)

Step: 3) आपके कंप्यूटर के ऊपरी दाएं किनारे में Authorised login window (Figure (iii)) दी गयी हैं :

Government of Himachal Pradesh	
मान्व सम्पदा A Green Governance Tool for Human Resources & Financial Management	Authorised Login ~  Department ELEMENTARY EDUCATION  Login ID  Password  Login Forgot your password?  I' You may change your password after login only!!  Select Department to View Orders
Notice Board	Return View e Service Book
ELEMENTARY EDUCATION Enter Order No Select Order Da Search S.N Dept Order Date Order No/Year )	s Q Search Transfer/Promotion Orders ons I Telephone Directory se Data Entry Status
1 ELEM 30/06/2016 99/2016-Om Prakash, HT	



- I. अपने Department का चयन करें
   (उदाहरण JBT,HT, CHT के लिए Elementary Education का चयन करें)
- II. Login ID : अपना PMIS कोड लिखें (यह आपकी Servicebook पर लिखा होगा)
- III. Password:
  - a. 1<sup>st</sup> attempt: PMIS CODEYEAR OF BIRTH उदाहरण: अगर मेरा PMIS code 12345 है और मेरा जन्म दिन 27/01/1996 है, तो फिर मेरा पासवर्ड '123451996' होगा |
  - b. अगर आप ऊपर वाले पासवर्ड से अपना account नहीं खोल पा रहे तो फिर 2<sup>nd</sup> attempt पर यह कोशिश करें: FIRST THREE LETTERS OF YOUR NAME (in capital letters)YEAR OF BIRTH



For eg. अगर मेरा नाम Riya है और मेरा जन्म दिन 27/01/1996 है, तो फिर मेरा पासवर्ड 'RIY1996' होगा।

- c. अगर आप अभी भी अपना account नहीं खोल पा रहे, तो अपने जिला PMIS अधिकारी से संपर्क करें | उनका नंबर आपको इस लिंक पर मिल जायेगा http://himachal.nic.in/WriteReadData/1892s/16\_1892s/Contact\_ELE\_District\_No dal%200fficers-78365226.pdf
- IV. Login करने के बाद, डैशबोर्ड (Dashboard), जैसा कि Figure (iv) में दिखाया गया है, आपके वेब ब्राउज़र (web browser) में प्रदर्शित हो जाएगा।

A Green Govern spartment of ELEMENTARY EDU	Tance Tool for Hur	ment of H	imachal P & Financial M	radesh <sub>Logout</sub> lanagement Dashboard
gged As: 36727- BEEO BHAWARNA, BEEC			Posted At: Bhawa	rna BEEO Office (KGR)
itialization 🕨 EServiceBook Master 🕨	EServiceBook Transaction	<ul> <li>Reports/Queries</li> </ul>	Transfer/Promotion	My Profile
	Main Me	nu		
	Employee Das	hboard		
Employee Pers	onal Information		My Profile	
Name :BEEO BHAWARNA Date of Birth :21 May 1959 Date of Retirement :21 May 2017 eSalary Code :			AGR	APR
Gender :Female Employee Type :Regular Designation :REFO	Employee Photo			contact Detail
Parent Department :ELEMENTARY EDUCAT Current Office :Bhawarna BEEO Office (KGR Current Department :ELEMENTARY EDUCA	TON () NTION	View	eService S	
Establishment Office :DHARAMSHALA, DY Establishment Department :ELEMENTAR	.DE(ELEM) (KANGRA) Y EDUCATION			

Figure (iv)

Step: 4)MyProfile→Update Contact Details पर जाएँ (जैसा की नीचे दिखाया गया है)



Figure (v)

Step: 5) जो आपको page दिखेगा, उस पर यह जानकारी डाल दे





- i) Phone Number (mandatory)
- ii) Mobile Number (mandatory)
- iii) Email Address (mandatory)
- iv) Aadhar Number (mandatory)
- v) Bank Account No. (mandatory)
- vi) PAN (mandatory)
- vii) eSalary Code (mandatory)
- viii) Employee Photo और फिर **Update Details** पर क्लिक (click )करें

First Name MANTOSH	Middle Name SINGH
Last Name	Date of Birth 24/06/1969
Present Contact Details	
Phone Number (with STD Code)	9418888004 e.g 01772625216 (Only Numeric Values)
Mobile Number (Don't Prefix '0' or '+91')	9418888004 (Only Numeric Values)
e-mail Address	
Permanent Contact Details	
Phone Number (with STD Code)	9418888004 e.g 01772625216 (Only Numeric Values)
Other Contact Details	
Aadhar No.(UID)	e.g 328080437604 (Only Numeric Values)
Bank Account No.	e.g 328080437604 (Only Numeric Values)
PAN No.	e.g ABCDE7604Z
e-Salary Code	
Employee Photo	Choose File No file chosen Upload image of max 30 KB
	Update Details

Figure (vi)

Step: 6) My Profile→View eService Book (Checklist) पर जाएँ (जैसा की नीचे दिखाया गया है)



Figure (vii)

## Department of Elementary Education Himachal Pradesh, Shimla-171001



Step: 7) एक नयी window (जैसे की नीचे दिखाई गयी है) खुल जाएगी । अगर नहीं खुलती, तो फिर आप google पर "How to allow pop-ups in Google Chrome/ Internet Explorer/ Mozilla Firefox" टाइप करें और और Popups allow कर दें।

EmployeePerso	onalInformation.aspx - Google Chrome						-	ð	$\times$
i admis.hp.ni	ic.in/genpmis/aspx/EmployeePerso	onalInformation.aspx							Q
Employeef	PersonalInformation.aspx			1 / 2		¢	Ŧ	ē	Î
			eService Book HIMACHAL PRADESH						
	Employee Code Name	36921-> RAVINDER CHAU	HAN	Current Designation	: Sr.Asstt		- 8		
	Current posting At : DIRECTORAT	E ELE.EDU.	Establishment/Service	Book At : DIRECTORATE	ELE.EDU.		- 8		
	Section - A (FORM LEmployee Per Father/ Mother/ Husband Name Date of Birth Caste Religion	M C CHAUHAN 07 Mar 1965 Hindu	Gender Category Blood Group Height (in cm)	Male General 165					ľ
	Marital Status Personal Identification Mark LTC Home Town Section - B (FORM2:Employee Add	Married ABC ANC Iress Details)	Home State	DL					
	Peresent Address	ABC	Permanent Address	ABC			- 1		
	Block District State Pincode Phone Mobile Email	N.A Mandi HIMACHAL PRADESH	Block District State Pincode Phone	N.A Mandi HIMACHAL PRADESH				#	
	Section - C (EOPM-5:Employee Fa	mily Details)					- 1	+	
	Member Name	Member Relation	Member Job Status				. 1		
	Section - D (FORM-11:Employee N	Iomination Details)							
	Name	Relation	Share Type	Share Percent A	ddress				
[]]	🧿 🖿 🔺 🚳	🚾 🛷 🔁				^ <i>(</i> , \$	2 ⊲× 3/	2:43 PM	1

- (i) FORM 1
- (ii) FORM 2
- (iii) FORM 3
- (iv) FORM 7 (joining and relieving entries of last 3 stations)
- (v) FORM 9

पर दर्ज की हुई जानकारी जाचें |

अगर कोई जानकारी गलत हो तो अपने खंड PMIS अधिकारी (Block PMIS Incharge) से संपर्क करें: http://bit.ly/2v45Msi