

Manav Sampada Tutorials

Tutorial 7: Edit Employee Details

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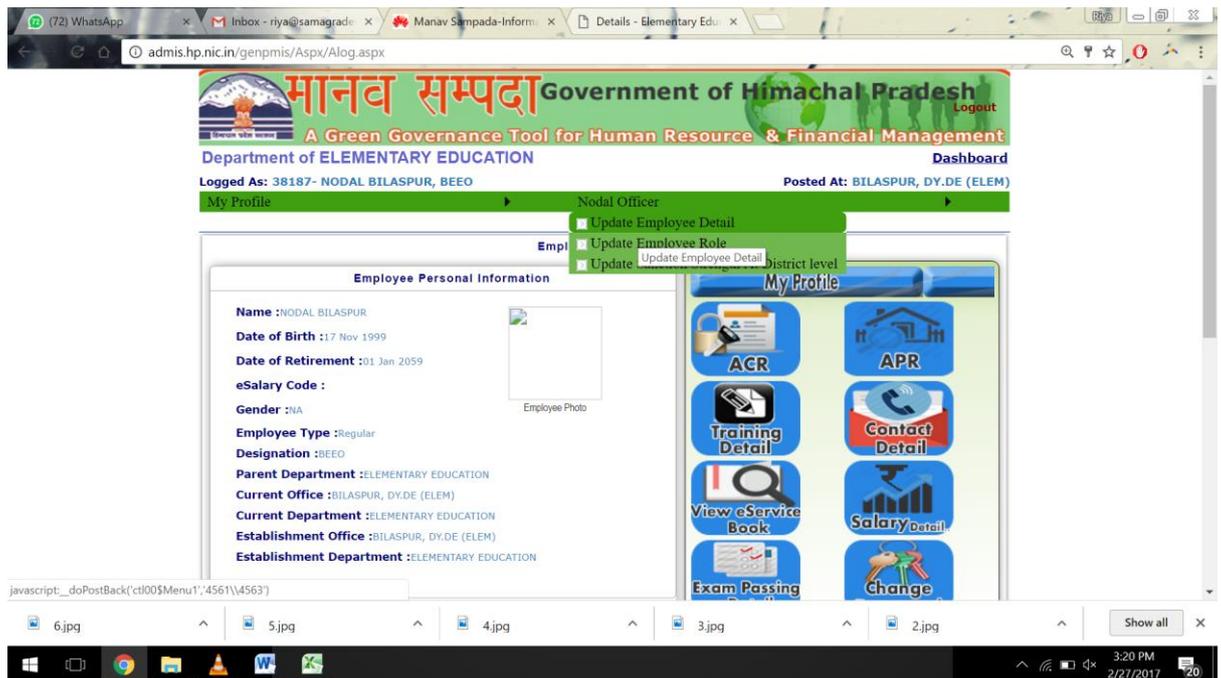
FOR DISTRICT NODAL OFFICERS:

- Correct the spelling of names
- Correct Date of Birth
- Correct Date of Retirement
- Change Designation (in case of wrong designation)
- Correct school of current posting
- Correct establishment offices
- Remove Duplicate PMIS Codes

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**) using your Nodal Officer ID

Step: 3) Go to Nodal Officer → Update Employee Detail



The screenshot shows the Manav Sampada portal dashboard for a Nodal Officer. The user is logged in as '38187- NODAL BILASPUR, BEE0'. The dashboard includes a navigation menu with 'Update Employee Detail' highlighted. The main content area displays 'Employee Personal Information' with fields for Name, Date of Birth, Date of Retirement, eSalary Code, Gender, Employee Type, Designation, Parent Department, Current Office, Current Department, Establishment Office, and Establishment Department. A 'My Profile' sidebar contains buttons for ACR, APR, Training Detail, Contact Detail, View eService Book, Salary Detail, Exam Passing, and Change. The system tray shows the time as 3:20 PM on 2/21/2017.

Step: 4) Click on **Edit Employee Detail**



The screenshot shows the Manav Sampada portal dashboard for a Nodal Officer. The user is logged in as '36921- RAVINDER CHAUHAN, Sr.Asstt'. The dashboard includes a navigation menu with 'Edit Employee Detail' selected. The main content area displays 'User Management' with a radio button selected for 'Edit Employee Detail'. The system tray shows the time as 3:20 PM on 2/21/2017.

Step:5) Now there can be two cases:

CASE A: You know the Employee PMIS Code

CASE B: You do not know the Employee PMIS Code

In **CASE A: You know the Employee PMIS Code**

STEP A.1) In the box 'Enter Employee Code/Name', enter the 5-digit PMIS code and Press Search



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Logged As: 36921- RAVINDER CHAUHAN, Sr.Asstt
Posted At: DIRECTORATE ELE.EDU.

Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports Queries ▶ Transfer Promotion ▶ My Profile ▶ Nodal Officer ▶

User Management
Employee Generation Code Edit Employee Detail

Enter Employee Code/Name (minimum 3 Char) 15415 Search (Already having an Employee Code)

SECTION - 1 : Employee Basic
Detail

First Name	Middle Name	Last Name
Employee Name		
Employee Name in Hindi	Father Husband Mother	
Date of Birth	Date of Retirement	

SECTION - 2 : Current Posting
Detail

Current Posting Department -Select-

In **CASE B: You do not know the Employee PMIS Code**

STEP B.1) If you do not know the PMIS code, write the first five letters of the person's name (the box only accepts 5 characters) and press Search. For Eg. If an employee has the name Meenakshi, I am writing Meena and searching.



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User Management
Employee Generation Code Edit Employee Detail

Enter Employee Code/Name (minimum 3 Char) meena Search (Already having an Employee Code)

SECTION - 1 : Employee Basic
Detail

First Name	Middle Name	Last Name
Employee Name		
Employee Name in Hindi	Father Husband Mother	
Date of Birth	Date of Retirement	

SECTION - 2 : Current Posting
Detail

Current Posting Department

STEP B.2) Scroll to the bottom of the page and you will see a list of people whose names start with 'Meena. Press Cntrl+F and search for the employee (try to search using PMIS

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Himachal Pradesh, Shimla-171001**



Code, Date of Birth or Father's Name as there may exist multiple employees with same name)

19518	MEENA GUPTA	RAJ KRISHAN	12/10/1963
20008	MEENA SHARMA	SHIV RAM	04/06/1966
20923	MEENA DEVI	SOHAI SINGH	01/12/1966
21291	MEENA KUMARI	DINESH SINGH	02/09/1968
29643	MEENA KUMARI	BALBIR SINGH	23/07/1966
33317	MEENA KUMARI	PANKAJ GUPTA	21/10/1973
34884	MEENA DEVI	PREM SINGH	19/09/1982
11470	MEENA GUPTA	ABC	18/04/1960
13772	MEENA KUMARI	SANJIV KUMAR	08/11/1972
14706	MEENA SHARMA	PARDEEP KUMAR	28/08/1966
19872	MEENA SHARMA	PARMOD KUMAR	10/03/1968
22030	MEENA SHARMA	NAND LAL	04/02/1958
23069	MEENA DEVI	HARENDAR	25/01/1971
24238	MEENA KUMARI	RAJINDER KUMAR	26/09/1973
24723	MEENA SHARMA	KANSHI RAM	18/05/1963
26535	MEENA DEVI	RAJ KUMAR	22/02/1970
28188	MEENA KUMARI	CHAMAN LAL	20/01/1962
13105	MEENA KUMARI VARMA	SH. JITENDER THAKUR	11/09/1976
13413	MEENA RAHI	SATISH KUMAR	01/08/1962
34308	MEENA DEVI	GULAB CHAND	30/01/1983
18283	MEENA KUMARI	HARI CHAND	01/04/1977
27666	MEENAKASHI DHIMAN	BHAG SINGH	05/03/1987
19417	MEENAKASHI	CHAUDHARY RAM	05/01/1977
26461	MEENAKASHI	ANUJ KUMAR	07/12/1978
29295	MEENAKASHI	SANDEEP KUMAR	10/02/1975
15200	MEENAKASHI	RAJENDER KUMAR	03/05/1965
24822	MEENAKASHI SHARMA	RAJINDER PAL SHARMA	07/05/1970
27386	MEENAKASHI DEVI	SEETA RAM	05/06/1978
25926	MEENAKASHI KUMARI	AJAY KUMAR	02/02/1969
22741	MEENAKASHI DEVI	RAJINDER KUMAR	06/07/1971
20636	MEENAKASHI	SANJAY KUMAR	18/07/1973
16291	MEENAKASHI SHARMA	RAVI DUTT SHARMA	20/10/1968
19567	MEENAKASHI CHAURASTIA	OM PRAKASH	24/03/1980
37227	MEENAKASHI	DHARMU RAM	09/07/1982
37070	MEENAKASHI	RAKESH KUMAR	29/04/1987
37338	MEENAKASHI	SATPAL	06/11/1990
37965	MEENAKASHI KULL	SOHAN LAL	10/01/1984
23837	MEENAKASHI DEVI	SHIV KUMAR	12/10/1973
38044	MEENAKASHI SHARMA	PARMA NAND	05/04/1992
21803	MEENAKASHI	DAULAT RAM	22/11/1976
16123	MEENAKASHI DEVI	SHANKAR SINGH	08/08/1969
19002	MEENAKASHI DEVI	PRAKASH	10/05/1972
20197	MEENAKASHI SAPRA	A.N.SAPRA	11/11/1965

Once found, click on the correct name.

Step: 6) Once the employee has been selected from **Edit Employee Detail**, their details will now be filled in this form (below). Now you can make changes to whatever details you want.

You can:

- Correct the spelling of names
- Correct Date of Birth
- Correct Date of Retirement
- Change Designation (in case of wrong designation/ promotion to Head Teacher/Lang. Teacher)
- Correct school of current posting
- Correct establishment office

Step: 7) Make the required changes and click on Update Employee Record.

Case Management

Employee Generation Code Edit Employee Detail

(Click above to select your option)

Edit Employee Detail

*****Important Instruction : In case of any change in Current Office and Establishment Office of an Employee. Please make sure to change his existing Role (If already assigned) for New Office accordingly . He may misuse his permission.**

Enter Employee Code/Name (minimum 3 Char) (Already having an Employee Code)

SECTION - 1 : Employee Basic Detail

	<small>First Name</small>	<small>Middle Name</small>	<small>Last Name</small>
Employee Name	<input type="text" value="TEJ"/> #	<input type="text" value="SINGH"/>	<input type="text"/>
Employee Name in Hindi	<input type="text"/>	<input checked="" type="radio"/> Father <input type="radio"/> Husband <input type="radio"/> Mother	<input type="text" value="MOTI RAM"/> #
Date of Birth	<input type="text" value="12/04/1963"/> #	Date of Retirement	<input type="text" value="30/04/2021"/> #

SECTION - 2 : Current Posting Detail

Current Posting Department #

Select District or Office Level For Current Posting Office List

District <input type="text" value="MANDI"/> #	Office Level <input type="text" value="Middle/Primary Sc..."/> #
Current Posting Office <input type="text" value="Koot GPS [Chachiot-I at Gohar BEEO Office]"/> #	

Current Designation # Branch

Mode of Recruitment Employee Type

Date of Joining # (in the current post/office)

SECTION - 3 : Current Establishment Detail

Establishment At #

Select District or Office Level For Establishment Office List

Establishment . District <input type="text" value="MANDI"/> #	Establishment Office Level <input type="text" value="Block/High School"/> #
Establishment Office <input type="text" value="Chachiot-I at Gohar BEEO Office[MANDI, DY,DE (ELEM.) OFFICE] [उप..."/> #	

E-salary Code

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Step: 8) In case of Duplicate PMIS Codes: The PMIS code mentioned on the employee servicebook will be retained. For the other PMIS Codes, go to **EDIT EMPLOYEE DETAIL** and change their First and Last name to **DUPLICATE**

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****ERROR MESSAGE****

In case you see a message like this:

That means all fields with # next to it are not filled. (In case **Date Of Retirement** is empty, add 58 years to Date of Birth and write that) and then press **Update Employee Record**.