

<u>Manav Sampada Tutorials</u> Tutorial 7: Edit Employee Details

Contact us @ pmis.dee@gmail.com

FOR DISTRICT NODAL OFFICERS:

- a. Correct the spelling of names
- b. Correct Date of Birth
- c. Correct Date of Retirement
- d. Change Designation (in case of wrong designation)
- e. Correct school of current posting
- f. Correct establishment offices
- g. Remove Duplicate PMIS Codes

Step: 1) Go to <u>http://admis.hp.nic.in/genpmis/</u> 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



Step: 4) Click on Edit Employee Detail

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Department of ELEMENTARY ED	UCATION				Dashboard
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	User M	lanagement			
Employee Generation Code		Edit Employee	Detail		
(Click above to select your option)					_



Step:5) Now there can be two cases:

<u>CASE A:</u> You know the Employee PMIS Code <u>CASE B:</u> 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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Enter Employee SECTION - 1 : Employee Detail Employee Name Employee Name in Hindi Date of Birth SECTION - 2 : Current P Detail	his existing R e Code/Name (<i>n</i> Basic Fin Select Date osting	ole (If already sinimum 3 Char) st Name	assign 15415 #	ed) for New Office according Search (Air Middle Name ® Father Husband Mother Date of Retirement	y . He may mi eady having an Er La Select Date	suse his perm mployee Code) ist Name	#	

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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(Click above to select your	option)					
Edit Employee Detail	I					S
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Enter Employee	e Code/Name (minimum 3 Char)	meena	Search (Alre	eady having an Em	ployee Code)	
SECTION - 1 : Employee Detail	Basic	meena				
	First Name	Middle Na	ame	Las	t Name	
Employee Name		#			#	
Employee Name in Hindi		Father Hus	band Mother		#	
Date of Birth	Select Date #	Da	te of Retirement	Select Date	a #	
SECTION - 2 : Current Po Detail	osting					
Current Posting Departmen	nt				▼ #	

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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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	meenakshi sha	1 of 4 ^ V >
20923	MEENA DEVI	SOHAN 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		
23969	MEENA DEVI	NARENDAR	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 RANI	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	MEENAKSHI	ANUJ KUMAR	07/12/1978		
29295	MEENAKSHI	SANDEEP KUMAR	10/02/1975		
15200	MEENAKSHI	RAJENDER KUMAR	03/05/1965		
24822	MEENAKSHI SHARMA	RAJINDER PAL SHARMA	07/05/1970		
27386	MEENAKSHI DEVI	SEETA RAM	05/06/1978		
25926	MEENAKSHI KUMARI	AJAY KUMAR	02/02/1969		
22741	MEENAKSHI DEVI	RAJINDER KUMAR	06/07/1971		
20636	MEENAKSHI	SANJAY KUMAR	18/07/1973		
16291	MEENAKSHI SHARMA	RAVI DUTT SHARMA	20/10/1968		
19567	MEENAKSHI CHAURASIA	OM PRAKASH	24/03/1980		
37227	MEENAKSHI	DHARMU RAM	09/07/1982		
37870	MEENAKSHI	RAKESH KUMAR	29/04/1987		
37338	MEENAKSHI	SATPAL	06/11/1990		
37965	MEENAKSHI KULL	SOHAN LAL	10/01/1984		
23837	MEENAKSHI DEVI	SHIV KUMAR	12/10/1973		
38044	MEENAKSHI SHARMA	PARMA NAND	05/04/1992		
21803	MEENAKSHI	DAULAT RAM	22/11/1976		
16123	MEENAKSHI DEVI	SHANKAR SINGH	08/08/1969		
19002	MEENAKSHI DEVI	PRAKASH	10/05/1972		
20197	MEENAKSHI 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 forma (below). Now you can make changes to whatever details you want. You can:

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

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

		,	
© Employee Generati	ion Code	edit Employee	Detail
lick above to select your	option)		
edit Employee Detai			
***Important Inst	ruction : Incase of any change in	Current Office and Establishn	nent Office of an Employee. Please
hake sure to change	nis existing Role (If already assi	igned) for New Office accordin	igiy . He may misuse his permissi
Enter Employee	Code/Name (minimum 3 char) 2387	Search	(Aiready having an Employee Code)
etail)etail	Basic		
	First Name	Middle Name	Last Name
imployee Name	TEJ #	SINGH] []
mployee Name in Hindi		Father Husband Mothe	r MOTI RAM
ate of Birth	12/04/1983 = #	Date of Retireme	et 30/04/2021 === #
ECTION 2 · Current B	acting Datail	Date of Retireme	11 30/04/2021
ECTION - 2 . Current P			
urrent Posting Departme	nt ELEMENTARY EDUCATIO	N	X * #
	Palast District or Offic	a Lovel For Current Deating Office Lie	4
		e Level For Current Posting Office Lis	
	District MANDI × *	Uffice Le	Wei Middle/Primary Sc × *
Current Posting	^{1 Office} Koot GPS [Chachiot-I at G	ohar BEEO Office] []	× *]#
		u.	
Current Designation	Head Teacher × *	Ŧ	Branch -Select-
lode of Recruitment	Direct) Employe	ee Type (Adhoc
ate of Joining	Select Date 🧰 [in the curre	ent post/office]	
ECTION - 3: Current Es	tablishment Detail		
Establishment At	ELEMENTARY EDUCATIO	N	× - #
	Select District or Off	ice Level For Establisment Office List	
Establisment .	District MANDI × *	Establisment Office Lev	el Block/High School 🛛 × 👻
Establismen	t Office Chachiot-I at Gohar BEEC	Office[MANDL DYDE (ELE	M) OFFICEI I34 × - #
-salary Code			
-senary croue			
Jnlock/Unverify Record	<u> </u>	Update Employee Record	
-			

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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***Important Inst	I ruction	· Incase of any char	nae ir	Current Office and	l Establishme	nt Office of ar	Employee Ple	ase	
make sure to change	his ex	kisting Role (If alread	y ass	igned) for New Offi	ce accordingl	y . He may m	isuse his permi	ssion.	
Enter Employe	e Code/	Name (minimum 3 Char)	134	62	Search (Alr	eady having an E	mployee Code)		
SECTION - 1 : Employee	Basic								
Detail		First Name		Middle Na	me	L	ast Name		
Employee Name	DUPL	ICATE	#			DUPLICATE		#	
Employee Name in Hindi				Father Hus	band Mother	RAJ KUMAR		#	
Date of Birth	09/04	/1969 #		Calculate DOR Dat	te of Retirement	08/04/2028	a #		
SECTION - 2 : Current P Detail	osting								
Current Posting Departme	EL	EMENTARY EDUC.	ATIO	N			× • #		
		Select District of	or Offic	ce Level For Current Pos	ting Office List				
	District	UNA	× *		Office Level	Middle/Prim	ary Sc × *		
Current Posting	Office	Gagret (S) GCPS[Ga	gret-l	BEEO Office (UNA	A)][]	0	× • #		
Current Designation	Ju	nior Basic Teacher	× *	#	Bra	anch -Select-		•	
		mor Busic reaction	2022						

****ERROR MESSAGE****

In case you see a message like this:

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Edit Employee Detail						
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Enter Employee Code/	'Name <u>(minimum 3 Char)</u>	20131	Search	(Already havi	ng an	Employee Cod
SECTION - 1 : Employee Basic Detail						

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.**