



**Manav Sampada Tutorials**  
**Tutorial 21: Data Entry and verification Elem. (Block)**  
**Contact us @ [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com)**

**THE BEEO's TO DO DATA ENTRY and VERIFICATION Elem. (Block) NEED THE FOLLOWING STEPS:**

- 1) Login to your BEEO's PMIS account through role Data Entry and verification Elem.

The screenshot shows a web browser window displaying the 'EMPLOYEE HISTORY SHEET' form. The browser's address bar shows the URL 'genpmis.hp.nic.in/Aspx/perempserhist-new.aspx'. The page header includes the 'मानव सम्पदा' logo and the text 'Government of Himachal Pradesh'. Below the header, there is a navigation menu with options like 'EServiceBook Master', 'EServiceBook Transaction', 'Reports/Queries', 'Transfer/Promotions', and 'My Profile'. The main form is titled 'FORM7: Employee Service History' and is divided into three sections:

- SECTION - 1: Select Employee**: This section contains a search bar for 'Enter Employee Code/Name' (with a note '(maximum 3 Char)'), a 'Search' button, and a 'Check Employee Lock/Unlock Status' button. Below this are input fields for 'First Name', 'Middle Name', 'Last Name', and 'Date of Birth'.
- SECTION - 2a: Add/Update Service Details**: This section is titled 'Commonly Used Transactions' and includes radio buttons for 'Join At', 'Relieve From', 'Transfer To', 'Promotion', 'Annual Increment', and 'Other(Choose to get list)'. Below these are several dropdown menus for 'Department', 'District', 'Office Level', 'Office Name', 'To Which Post', and 'Branch'. There are also input fields for 'Order Number', 'Trans./Entry Date', and 'Remarks (if any)'. A 'Save' button is located at the bottom of this section.
- SECTION - 2b: Other Details**: This section includes dropdown menus for 'Cadre' and 'Class', and input fields for 'Pay Scale' and 'Basic Pay'. There are also radio buttons for 'Posting Area' with options 'Hard', 'Irbal', 'Sub Cadre', and 'None'. A 'Save' button is also present here.

At the bottom of the form, there is a section titled 'SECTION - 3: List Of Employee Service History (Last Three - click button at the Bottom to view complete list)' with a 'View Complete History Sheet' button.

2) Enter the PMIS Code and search, a window will appear, put the data entry for example annual increment and press save button.

Department of ELEMENTARY EDUCATION  
 Logged As: 27900 - DODRA  
 Establishment At: SHEMLA, BY DE (ELEM)  
 Establishment : Service

Dashboard Logout  
 Logged As: 27900 - DODRA  
 Establishment At: SHEMLA, BY DE (ELEM)  
 Establishment : Service

PMIS Role: Data Entry & Verifying ELEM  
 Home My Profile

EMPLOYEE HISTORY SHEET

Previous Form Next Form  
 # fields are mandatory

SECTION - 1: Select Employee  
 Enter Employee Code/Name : (minimum 3 Char) 13510 # (Reset) (Check Employee Lock/Unlock Status)

First Name : VINOD Middle Name : KUMAR  
 Last Name : CHAUHAN Date of Birth : 23/02/1973

SECTION - 2a: Add/Update Service Details  
 Commonly Used Transactions  
 Join At  Relieve From  Transfer To  Promotion  Annual Increment  Other(Choose to get list)  
 Additional Charge

Department : ELEMENTARY EDUCATION x #  
 District : SHIMLA x #  
 Office Level : Middle/Primary School x #  
 Office Name : Patta Dobu GPS[Dodra Kewar BEEO ... x #  
 To Which Post : Junior Basic Teacher x #  
 Branch : -SELECT- x #

Order Number : NO. EDN- # Trans./Entry Date : 18/10/2019 # (DD/MM/YYYY)  
 Remarks (if any) :

SECTION - 2b: Other Details  
 Cadre : Teaching Cadre x # Class : Class III x #  
 Pay Scale : 10300-34800-4200 Basic Pay : 10300 (Numeric only)  
 Next Increment : 01/09/2020 (DD/MM/YYYY) Posting Area :  Hard  Tribal  Sub Cader  None

Save

SECTION - 3: List Of Employee Service History (Last Three - click button at the Bottom to view complete list)

Transaction Dept	ADP Office	Transaction Date	Order Number	To Which Post	Class	Posting Area	Lock
Join at	ELEM	31/07/2007	813-31213-058	Junior Basic Teacher	Class III	None	Z Select

(View Complete History Sheet)

Department of ELEM genpmis.hp.nic.in says  
 Logged As: 27900 - DODRA  
 Establishment At: SHEMLA  
 Establishment : Service

Dashboard Logout  
 Logged As: 27900 - DODRA  
 Establishment At: SHEMLA, BY DE (ELEM)  
 Establishment : Service

PMIS Role: Data Entry & Verifying ELEM  
 Home My Profile

Record has been Successfully Saved

EMPLOYEE HISTORY SHEET

Previous Form Next Form  
 # fields are mandatory

SECTION - 1: Select Employee  
 Enter Employee Code/Name : (minimum 3 Char) 13510 # (Reset) (Check Employee Lock/Unlock Status)

First Name : VINOD Middle Name : KUMAR  
 Last Name : CHAUHAN Date of Birth : 23/02/1973

SECTION - 2a: Add/Update Service Details  
 Commonly Used Transactions  
 Join At  Relieve From  Transfer To  Promotion  Annual Increment  Other(Choose to get list)  
 Additional Charge

Department : ELEMENTARY EDUCATION x #  
 District : SHIMLA x #  
 Office Level : Middle/Primary School x #  
 Office Name : Patta Dobu GPS[Dodra Kewar BEEO ... x #  
 To Which Post : Junior Basic Teacher x #  
 Branch : -SELECT- x #

Order Number : NO. EDN- # Trans./Entry Date : 18/10/2019 # (DD/MM/YYYY)  
 Remarks (if any) :

SECTION - 2b: Other Details  
 Cadre : Teaching Cadre x # Class : Class III x #  
 Pay Scale : 10300-34800-4200 Basic Pay : 10300 (Numeric only)  
 Next Increment : 01/09/2020 (DD/MM/YYYY) Posting Area :  Hard  Tribal  Sub Cader  None

Save

SECTION - 3: List Of Employee Service History (Last Three - click button at the Bottom to view complete list)

Transaction Dept	ADP Office	Transaction Date	Order Number	To Which Post	Class	Posting Area	Lock
Join at	ELEM	31/07/2007	813-31213-058	Junior Basic Teacher	Class III	None	Z Select

(View Complete History Sheet)

3) Click on drop down button E-service Book Master-Verification of e-service Master and go to Submit FORMs for Verification option.

The screenshot displays the user interface of the Government of Himachal Pradesh's e-service portal. At the top, the header includes the state emblem and the text "मानव सम्पदा Government of Himachal Pradesh" and "A Green Governance Tool for Human Resource & Financial Management". The user is logged in as "37900-DODRA KEWAR BEEQ, BEEQ" from the "Dodra Kewar BEEQ Office". The navigation menu includes options like "EServiceBook Master", "EServiceBook Transaction", "Reports/Queries", "Transfer/Procurement", and "My Profile".

The main content area is titled "VERIFICATION" and contains a search bar with the text "(If already having an Employee Code)". Below this, there are input fields for "First Name", "Middle Name", "Last Name", and "Date of Birth". A dropdown menu is open, listing various forms for verification, such as "FORM: Employee Personal Information", "FORM: Employee Address Information", "FORM: Employee Initial Joining Information", "FORM: Employee Education and Training Information", "FORM: Employee Family Information", "FORM: Employee Loan Details", "FORM: Employee Service History", "FORM: Employee Leave Details", "FORM: Employee Departmental Proceeding", "FORM: Employee Old Department Information", "FORM: Employee Nominee Details", "FORM: Employee ACR Detail", "Employee Awards/Medals Detail", and "Daily Wage Contractual Staff Entry".

At the bottom of the verification section, there are buttons for "Click to See", "Submit FORMs for Verification", and "Verify eService Book". A disclaimer at the bottom of the page states: "Disclaimer: Content on this website is published and managed by Department of Personnel, Government of Himachal Pradesh. Site is designed by NIC State Centre, Himachal Pradesh."

This screenshot shows the Windows taskbar at the bottom of the screen. The taskbar includes a search bar with the text "Type here to search", several open application windows (JOA\_Orders (1), JOA\_Orders, passform.pdf), and a system tray on the right showing the time as 16:52 on 19-10-2019. The taskbar also features various system icons and a "Show all" button.

4) (i) A window will appear named (SUBMIT FORM(S) FOR VERIFICATION) enter Employee code and click/ enter Search in section 1.

मानव सम्पदा Government of Himachal Pradesh  
A Green Governance Tool for Human Resource & Financial Management  
Department of ELEMENTARY EDUCATION  
Logged As: 37900 - DODRA KEASAR BEEO, BEEO  
Establishment At: SHIMLA, D.Y. DE (14 014)  
Profiled At: Dudra Keasar BEEO Office  
PRER Role: Data Entry & Verifying ELER  
Submissions | ServiceBook Master | ServiceBook Transaction | Reports/Queries | Transfer/Promotion | My Profile

**SUBMIT FORM(S) FOR VERIFICATION**

SECTION - 1 : Select Employee  
Enter Employee Code/Name (Maximum 3 Char) (15510) [Search] (If already having an Employee Code)  
First Name [ ] Middle Name [ ]  
Last Name [ ] Date of Birth [DD/MM/YYYY]

SECTION - 2 : Submit for Verification - Detail of Verifying Officer to whom Service Book is sent for Verification  
Officer Department (ELEMENTARY EDUCATION) Officer Office Name/Where Posted (Dudra Keasar BEEO Office(SHIMLA))  
Name of the Officer [ ]  
[Click to See Verified Employee List] [View e-Service Book (Masters) Checklist] [Submit (Master) Forms for Verification]

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

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4(ii) In Section 2. Submit for Verification Detail of Verifying Officer to whom service Book is sent for verification i.e. Officer Department (Elementary Education) will appear automatically but Officer Office Name Where Posted and Name of the Officer to be selected manually. Click on Submit (Master) Forms for verification.

मानव सम्पदा Government of Himachal Pradesh  
A Green Governance Tool for Human Resource & Financial Management  
Department of ELEMENTARY EDUCATION  
Logged As: 37900 - DODRA KEASAR BEEO, BEEO  
Establishment At: SHIMLA, D.Y. DE (14 014)  
Profiled At: Dudra Keasar BEEO Office  
PRER Role: Data Entry & Verifying ELER  
Submissions | ServiceBook Master | ServiceBook Transaction | Reports/Queries | Transfer/Promotion | My Profile

**SUBMIT FORM(S) FOR VERIFICATION**

SECTION - 1 : Select Employee  
Enter Employee Code/Name (Maximum 3 Char) (15510) [Search] (If already having an Employee Code)  
First Name (CHAND) Middle Name (CHAND)  
Last Name (CHANDIAN) Date of Birth (03/01/1973)

SECTION - 2 : Submit for Verification - Detail of Verifying Officer to whom Service Book is sent for Verification  
Officer Department (ELEMENTARY EDUCATION) Officer Office Name/Where Posted (Dudra Keasar BEEO Office(SHIMLA))  
Name of the Officer (37900 - DODRA KEASAR BEEO(15510))  
[Click to See Verified Employee List] [View e-Service Book (Masters) Checklist] [Submit (Master) Forms for Verification]

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

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4 (iii) A message will appear record has been sent for verification.

मानव सम्पदा Government of Himachal Pradesh  
A Green Governance Tool for Human Resource & Financial Management  
Department of ELEMENTARY EDUCATION  
Logged As: 37900 - DODRA KEASAR BEEO, BEEO  
Establishment At: SHIMLA, D.Y. DE (14 014)  
Profiled At: Dudra Keasar BEEO Office  
PRER Role: Data Entry & Verifying ELER  
Submissions | ServiceBook Master | ServiceBook Transaction | Reports/Queries | Transfer/Promotion | My Profile

Record has been sent for verification. [OK]

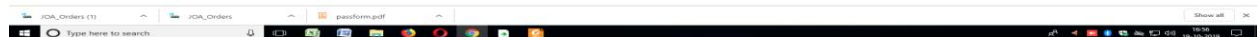
**SUBMIT FORM(S) FOR VERIFICATION**

SECTION - 1 : Select Employee  
Enter Employee Code/Name (Maximum 3 Char) (15510) [Search] (If already having an Employee Code)  
First Name (CHAND) Middle Name (CHAND)  
Last Name (CHANDIAN) Date of Birth (03/01/1973)

SECTION - 2 : Submit for Verification - Detail of Verifying Officer to whom Service Book is sent for Verification  
Officer Department (ELEMENTARY EDUCATION) Officer Office Name/Where Posted (Dudra Keasar BEEO Office(SHIMLA))  
Name of the Officer (37900 - DODRA KEASAR BEEO(15510))  
[Click to See Verified Employee List] [View e-Service Book (Masters) Checklist] [Submit (Master) Forms for Verification]

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

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## 5. Click on EserviceBook Master-verification of eservice Book Master-verify eService Book

The screenshot shows the 'EServiceBook Master-verification' page on the Government of Himachal Pradesh portal. The page is titled 'EServiceBook Master-verification' and includes a search form for verification. The search form has fields for 'Middle Name' (with value 'KUMAR'), 'Date of Birth' (with value '25/02/1973'), and 'Office Name/Code' (with value 'Dudra Kewar BEEO Office/0181NLI'). There are buttons for 'Click to Search' and 'Verify eService Book'. The page also displays a list of forms for verification, including FORM1, FORM2, FORM3, FORM4, FORM5, FORM6, FORM7, FORM8, FORM9, FORM10, FORM11, FORM12, FORM13, FORM14, FORM15, FORM16, FORM17, FORM18, FORM19, FORM20, FORM21, FORM22, FORM23, FORM24, FORM25, FORM26, FORM27, FORM28, FORM29, FORM30, FORM31, FORM32, FORM33, FORM34, FORM35, FORM36, FORM37, FORM38, FORM39, FORM40, FORM41, FORM42, FORM43, FORM44, FORM45, FORM46, FORM47, FORM48, FORM49, FORM50, FORM51, FORM52, FORM53, FORM54, FORM55, FORM56, FORM57, FORM58, FORM59, FORM60, FORM61, FORM62, FORM63, FORM64, FORM65, FORM66, FORM67, FORM68, FORM69, FORM70, FORM71, FORM72, FORM73, FORM74, FORM75, FORM76, FORM77, FORM78, FORM79, FORM80, FORM81, FORM82, FORM83, FORM84, FORM85, FORM86, FORM87, FORM88, FORM89, FORM90, FORM91, FORM92, FORM93, FORM94, FORM95, FORM96, FORM97, FORM98, FORM99, FORM100.

The screenshot shows the Windows taskbar with the application window titled 'JOA\_Orders (1)'. The taskbar also shows the system tray with the date and time '16:57 19-10-2019'.

## 6. A window will be appear showing the pending list for verification (Masters)

The screenshot shows the 'Pending List for Verification (Masters)' page on the Government of Himachal Pradesh portal. The page displays a table of pending verification requests. The table has columns for 'Sr. No.', 'Employee Code -> Name', 'Submitting Office', 'Submit Date', 'Action', and 'Transaction Type'. The table contains three rows of data.

Sr. No.	Employee Code -> Name	Submitting Office	Submit Date	Action	Transaction Type
1	13310 -> VINOD KUMAR CHAUDHAN	Dudra Kewar BEEO Office	19/10/2019	Pending	E-SB Master
2	13310 -> VINOD KUMAR CHAUDHAN	Dudra Kewar BEEO Office	19/10/2019	Pending	E-SB Master
3	37900 -> DODRA KEWAR BEO	Dudra Kewar BEEO Office	26/03/2017	Pending	E-SB Master

The screenshot shows the Windows taskbar with the application window titled 'JOA\_Orders (1)'. The taskbar also shows the system tray with the date and time '16:57 19-10-2019'.

## 7. Click on view option to view the e-service book.

EmployeePersonalInformation.aspx - Google Chrome  
genpmis.hp.nic.in/Aspx/EmployeePersonalInformation.aspx

Yes  
Gis Member

Section - H (FORM-7:Employee Service Details)-Part-I

Part-I

Index-Card

Joining Details			Relieving Details					
Sr.No.Transaction	Join-Date	Designation	Join-Office	Area	Name District	Relieve Date	Relieve To Office	Designation
1								

Part-II

Transaction Type	Office Name	Designation Name	Order Date	Order No.	Remarks	Increment Date	Basic Pay	Pay Scale
Normal Increment	Dogra Kewar BEED Office	Junior Basic Teacher	19/10/2019	NEC 0706		01 May 2019	16,200	BS-200-14400-4200
Join-At	Patnagar GPCS	Junior Basic Teacher	31/03/2007	NEC 3103/06 Regn- 19483-483			0	

Section - I (FORM-8:Employee Leave Details)

Leave Name	Action Type	From Date	To Date	Earned Days	Medical/Half Pay Days	Reason	LTC Availed
Earned Leave Balance:      Medical/Half Day Leave Balance:							

Section - J (FORM-6:Employee Loan Details)

Loan Name	Letter No.	Sanction Date	Sanction Amount	Return Date
Earned Leave Balance:      Medical/Half Day Leave Balance:				

Section - K (FORM-12:Employee ACR-Details)

Assessment Year	From-Date	To-Date	Remarks

Section - L (FORM-13:Employee Award-Details)

Date of Award Given	Award-Type	Award-Details

Section - M (FORM-14:Employee Verification)

Generated on: 19-Oct-2019      Entered/Updated By: 37900@D0619      Page 2 of 3      NTC :HP

I, hereby, certify that the information furnished herewith are true and correct to the best of my

Date: 19/10/2019

Place: \_\_\_\_\_

Signature of Employee/ Officer

Employee Name: VINOD KUMAR CHAUHAN  
Employee Code: 13510  
Designation: Junior Basic Teacher

## 9. After checking the data entry carefully, click on verify option if data entry is not proper as per original service book we can select the unverified.

Inbox (36) - pmis.dee@gmail.com | My Drive - Google Drive | Login ID Data Entry and Verif... | Manav Sampada- Pending List | G: list shirma number - Google | genpmis.hp.nic.in/Aspx/PendingListVerification.aspx

genpmis.hp.nic.in says  
Verified Successfully...  
Department of ELEN  
Logged As: 37900-D020H  
Established As: 00100H

Pradesh  
Management  
Dashboard  
Logout  
In: Entry & Verification ELEN  
Home My Profile

PENDING LIST FOR VERIFICATION (MASTERS)  
\* Verify as per the Service Book Data Entry

Service Book Verifying History Search By Employee Code

Sr. No.	Employee Code -> Name	Submitting Office	Submit Date	Action	Transaction Type
1	13510 -> VINOD KUMAR CHAUHAN	Dogra Kewar BEED Office	19/10/2019	Pending	E-SR Master
2	13510 -> VINOD KUMAR CHAUHAN	Dogra Kewar BEED Office	19/10/2019	Pending	E-SR Master
3	37900 -> DODHA KEWAR BEED	Dogra Kewar BEED Office	26/03/2017	Pending	E-SR Master

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Waiting for genpmis.hp.nic.in...

JOA\_Orders (1) | JOA\_Orders | passform.pdf