

Manav Sampada Tutorials
Tutorial 10: Generate Online Transfer Orders (State)
Contact us @ pmis.dee@gmail.com

STATE OFFICERS WITH TRANSFER/PROMOTION ROLE NEED TO DO THE FOLLOWING ENTRIES:

Create DRAFT TRANSFER LIST

- 1) Login to your State's PMIS account
- 2) Go to Transfer/Promotion Draft Transfer list (see below)



- 3) Click on the dropdown under 'Select a List' and choose - 'Create a New list' (see below)



- 4) Under 'New List Title', type 'Transfer Order of district << district name for which transfer order is being created>> on <<date>>' and press on the button 'Create a New List'. (see below). E.g. Transfer Order of District Shimla on 08/12/2016

मानव सम्पदा Government of Himachal Pradesh
A Green Governance Tool for Human Resource & Financial Management

Department of ELEMENTARY EDUCATION
Logged As: 13466- RAVINDER CHAUHAN, Sr.Asstt
Posted At: DIRECTORATE ELE.EDU.

Employee Draft Transfer List
DRAFT TRANSFER LIST

New List Title :

Select a List : << CREATE NEW LIST >>

- 5) Click on the dropdown and select the list that you have just created:

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Employee Draft Transfer List
DRAFT TRANSFER LIST

Select a List : --Select List--
--Select List--
2011-test sanjay
2014-HippA123
2016-Transfer Order of District Shimla
<< CREATE NEW LIST >>

- 6) Select your district and office level – primary/middle school and then press 'Go'

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Employee Draft Transfer List
DRAFT TRANSFER LIST

Select a List : 2016-Transfer Order of District Shimla

Search Employee From
Drafted Transfer List

Select District: -SELECT- #
Office Level: #
Office Name: KINNAUR
Designation: KULLU
Cadre: LAHAUL AND SPITI
MANDI
SHIMLA
SIRMAUR
SOLAN

- 7) It is optional to enter the 'Office Name' and 'Designation' of the person being transferred (instead of scrolling down to find the correct option you can just start typing the word and the name will automatically get searched) and then press 'Go' .

Department of ELEMENTARY EDUCATION Dashboard
 Logged As: 13466- RAVINDER CHAUHAN, Sr.Asstt Posted At: DIRECTORATE ELE.EDU.
 Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶ Nodal Officer ▶

Employee Draft Transfer List

DRAFT TRANSFER LIST

Select a List : 2016-Transfer Order of District Shimla Delete a List

Search Employee From Drafted Transfer List

Select District: SHIMLA x #

Office Level: Middle/Primary School x #

Office Name: Chanderpur GPS x

Designation: Junior Basic Teacher x

Cadre: -ALL- x

Go OR Search Employees With More Parameters

Searched Employees Copy Records to Draft List Draft List

Get PDF of Searched Employees which are checked Get PDF of Selected Employees to view Staff Strength Position

| Code | Name | DOB | Father |
|------|------|-----|--------|
| | | | |

- 8) You will get entries in the bottom-left area of your screen. Scroll down or do Ctrl+F and search for the right name (in case you have skipped Step 7, you might find people with similar names. In this case you can use their DOB/Father's Name/Current posting office (school)/PMIS Code to match to the correct person).
- 9) **In case you do not find the person in this list/or find his posting wrong, use the admin account to correct their current posting office**
- 10) Click on the white tick box to the left of the person's PMIS code, and then click on 'Copy Records to Draft List' (given on the center of the page).

मानव सम्पदा
Government of Himachal Pradesh
sumita

A Green Governance Tool for Human Resource & Financial Management Logout

Department of ELEMENTARY EDUCATION Dashboard
 Logged As: 13466- RAVINDER CHAUHAN, Sr.Asstt Posted At: DIRECTORATE ELE.EDU.
 Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶ Nodal Officer ▶

Employee Draft Transfer List

DRAFT TRANSFER LIST

Select a List : 2016-Transfer Order of District Shimla Delete a List

Search Employee From Drafted Transfer List

Select District: SHIMLA x #

Office Level: -Select- x #

Office Name: -Select- x

Designation: -ALL- x

Cadre: -ALL- x

Go OR Search Employees With More Parameters

Searched Employees Copy Records to Draft List Draft List

Get PDF of Searched Employees which are checked Get PDF of Selected Employees to view Staff Strength Position

| CodeName | Name | DOB | Father |
|-------------------------------------|------------------------|-------------|--------------------|
| <input type="checkbox"/> | 10048 SHASHI BALA NEGI | Mar 1 1962 | SH. ARJUN SINGH NE |
| <input checked="" type="checkbox"/> | 10102 SUMITA CHAUHAN | Jun 6 1968 | SH. MOHINDER CHAU |
| <input type="checkbox"/> | 10103 JTTAMA JHINA | Oct 10 1961 | SH. RANBAHADUR JH |
| <input type="checkbox"/> | 10104 HET RAM | Mar 13 1964 | LATE SH. NARIA RAM |
| <input type="checkbox"/> | 10105 RAI RAM KHIMTA | Feb 29 | SH. CHIRIJI RAM |



11) Now the details of the person selected will come on the bottom-right side of the page. Click on 'Edit' Button

DEPARTMENT OF ELEMENTARY EDUCATION
 Logged As: 13466-RAVINDER CHAUHAN, Sr.Asstt
 Posted At: DIRECTORATE ELE.EDU.
 Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶ Nodal Officer ▶

Employee Draft Transfer List

DRAFT TRANSFER LIST

Select a List: 2016-Transfer Order of District Shimla Delete a List

| Search Employee From | Drafted Transfer List |
|---|---|
| Select District: SHIMLA x # | Generate PDF of Order Proposal Header for List <input type="text"/> Verify List & Generate Orders |
| Office Level: -Select- x # | |
| Office Name: -Select- x | |
| Designation: -ALL- x | |
| Cadre: -ALL- x | |
| Go OR Search Employees With More Parameters | |

| Searched Employees | Copy Records to Draft List | Draft List | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------------------------|----------------------|---|------------|--------------------|--|------------|-------------------|---|-------------|-------------------|--|-------------|--------------------|--|--------|---------------|---|--|----------|-----|--------|----------------------|-------------------------------------|------------------------------------|----------------------------------|----------------------|---------------------------------|------------|--|
| Get PDF of Searched Employees which are checked | Get PDF of Selected Employees to view Staff Strength Position | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> 10105 BALI RAM KHIMTA | Feb 29 | SH. CHIRU RAM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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12) The page will look like the following:

Select District: SHIMLA x # Generate PDF of Order Proposal

Office Level: -Select- x #

Office Name: -Select- x

Designation: -ALL- x

Cadre: -ALL- x

Header for List

Verify List & Generate Orders

Go OR Search Employees With More Parameters

| | |
|--|---|
| Employee Code: 10102 Employee Name: SUMITA CHAUHAN Current Designation: Centre Head Teacher Current Office: Kalbog GPS DOB: 06/06/1968 | Select District: SHIMLA x # Office Level: Middle/Primary School x # Transfer To: Kalbog GPS x # Designation: Centre Head Teacher Remarks: VIP Note: Online VIP Note No.: <input type="text"/> Search With TTA/Join.Time: <input type="checkbox"/> TTA <input type="checkbox"/> Join.Time |
| Update | Cancel |

| Searched Employees | Copy Records to Draft List | Draft List | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------------------------|----------------------|---|------------|--------------------|--|------------|-------------------|---|-------------|-------------------|--|-------------|--------------------|--|--------|---------------|---|--|----------|-----|--------|----------------------|-------------------------------------|------------------------------------|----------------------------------|----------------------|---------------------------------|------------|--|
| Get PDF of Searched Employees which are checked | Get PDF of Selected Employees to view Staff Strength Position | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | CodeName | DOB | Father | transferfromtransfer | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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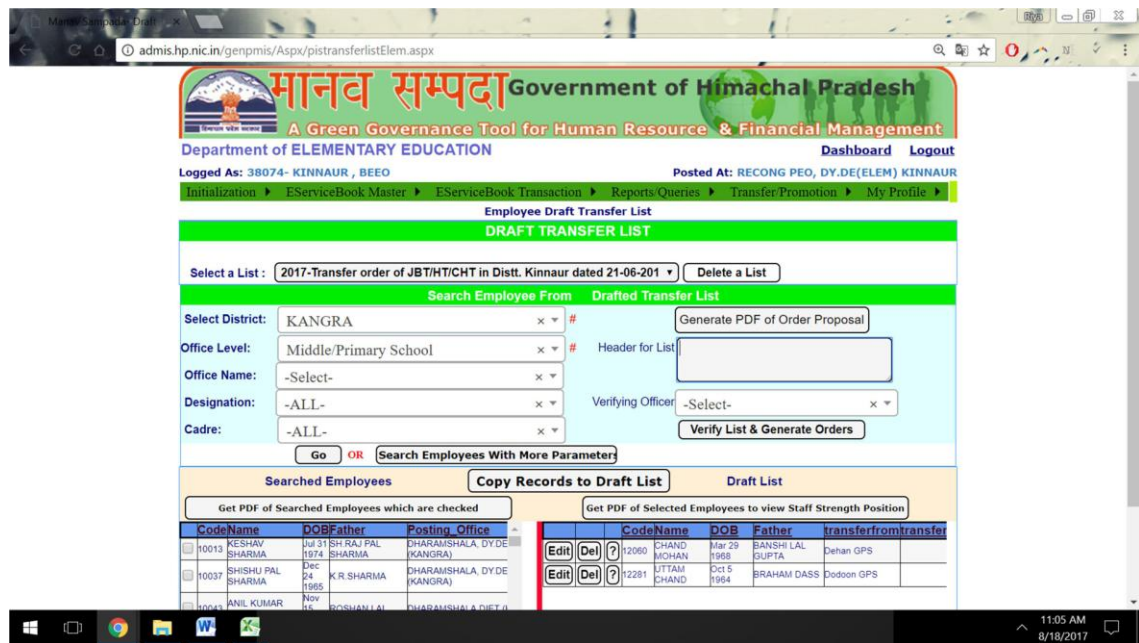
On the center-right of the page, select the 'District' the person is being transferred to, 'Office Level' (Middle/ Primary school if person is JBT/HT/CHT and Block/High School if person has been promoted to a TGT), and the school name under 'Transfer To'. Add 'Remarks' if any and select the checkbox of TTA or Join Time if that person has that. Then click on 'Update'.

13) The top of the screen will have a pop-up like this, click on OK



14) All the transfers of one day will go in one list. In case you have more transfers for the day, follow Steps 6 to 12 again.

15) Once all the transfers for the day are done, Header for List (if any) and select the Verifying Officer who would verify the orders (Assistant Directors in case of JBTs)



16) Click on "Generate PDF Of Order Proposal" to see the orders in a print-able mode.

17) Once done, press Verify List & Generate Orders. The top of the screen will have a pop-up like this:



18) Press 'OK'

19) In case the Verifying Officer verifies the list, it will be sent back to the State Officer who created the draft transfer list, for creation of State Level Transfer Order.

20) In case the Verifying Officer 'Unverifies' the list, the State Officer can view it again as a list under 'Select a List'. Click on "View Remarks" to see the remarks written by Verifying Officer.

The screenshot shows the 'Employee Draft Transfer List' interface. At the top, there is a green header with the text 'Employee Draft Transfer List' and 'DRAFT TRANSFER LIST'. Below the header, there is a form with a 'New List Title' input field and a 'Create New List' button. A dropdown menu is open for 'Select a List', showing a checked option '--Select List--', a selected option '2018-Test_NewTransfers_30012018', and a '<< CREATE NEW LIST >>' option.

Select List that was sent to Verifying Officer

The screenshot shows the 'Employee Draft Transfer List' interface. At the top, there is a green header with the text 'Employee Draft Transfer List' and 'DRAFT TRANSFER LIST'. Below the header, there is a form with a 'Select a List' dropdown menu showing the selected option '2018-Test_NewTransfers_30012018', a 'Delete a List' button, and a 'View Remarks' button. Below this, there are search filters for 'Search Employee From' and 'Drafted Transfer List'. The search filters include 'Select District', 'Office Level', 'Office Name', and 'Designation', each with a dropdown menu and a search icon. There is also a 'Verify Officer' dropdown menu. A 'Generate PDF of Order Proposal' button is also visible.

Click on – View Remarks

The screenshot shows the 'Employee Draft Transfer List' interface. At the top, there is a green header with the text 'Employee Draft Transfer List' and 'DRAFT TRANSFER LIST'. Below the header, there is a form with a 'Select a List' dropdown menu showing the selected option '2018-Test_NewTransfers_30012018', a 'Delete a List' button, and a 'View Remarks' button. Below this, there are search filters for 'Search Employee From' and 'Drafted Transfer List'. A notification window is overlaid on the interface, showing the text 'admis.hp.nic.in says: The employee posting is incorrect' and an 'OK' button. The notification window also shows the logo of the Department of ELEME and the text 'A Green Department of ELEME'. The notification window also shows the text 'Social Management' and 'Dashboard Logout'. The notification window also shows the text 'At: DIRECTORATE ELE.EDU.' and a navigation menu with items like 'Initialization', 'EServiceBook Master', 'EServiceBook Transaction', 'Reports/Queries', 'Transfer/Promotion', and 'My Profile'.

Verifying Officer's reason for Unverifying will be displayed in a pop-up.

You can make changes to the Draft Transfer List based on the Verifying Officer's remarks and submit it again for verification by following steps 11 to 17.

21) You can even view the summary of Transfer Orders in Transfer/Promotion > Transfer Order Pendancy Report – Elementary Education

Action : All Transfer | Select Date From : 01/01/2018 | Select Date To : 30/01/2018
 Enter Order No. :
 Get Employee List
 Export Data to Excel File

TRANSFER LIST FOR DEPARTMENT "ELEMENTARY EDUCATION" FROM "01/01/2018" TO "30/01/2018"

| Sr No. | Order No. | Emp Code -> Name | District Officer Action | Reason | From Office [Reporting Office] | From Designation | Order Date | To Office [Reporting Office] | To Designation | Verified On Date | Published On Date |
|--------|-----------|----------------------|-------------------------|--------------------------|---|------------------|--------------|---|----------------|--------------------------|-------------------|
| 1 | 2034 | 13972->PARKASH CHAND | Implimented | District Officer Remarks | Jhanduta, BEEO [BILASPUR, DY.DE (ELEM)] | BEEO | Jan 30, 2018 | Ghumarwin-II, BEEO [BILASPUR, DY.DE (ELEM)] | BEEO | Verified On: Jan 30 2018 | Pending |
| 2 | 2038 | 13972->PARKASH CHAND | Implimented | Implement | Jhanduta, BEEO [BILASPUR, DY.DE (ELEM)] | BEEO | Jan 30, 2018 | Swarghat, BEEO [BILASPUR, DY.DE (ELEM)] | BEEO | Verified On: Jan 30 2018 | Pending |
| 3 | 2034 | 13995->RANVIR SINGH | Referred Back | Dist Remarks for 13995 | Jhanduta, BEEO [BILASPUR, DY.DE (ELEM)] | BEEO | Jan 30, 2018 | Ghumarwin-1, BEEO [BILASPUR, DY.DE (ELEM)] | BEEO | Verified On: Jan 30 2018 | Pending |

PRINT AND SAVE STATE LEVEL TRANSFER ORDER, FORWARD TO DISTRICT

- 1) Login to your State's PMIS account
- 2) Go to Transfer/Promotion > Print Transfer/Promotion/Appointment Orders

Department of ELEMENTARY EDUCATION

[Dashboard](#) [Logout](#)

Logged As: 39412- SANDEEP LOHANSH, Clerk

Posted At: DIRECTORATE ELE.EDU.

Main Menu

Employee Dashboard

Personal Information

Name : SANDEEP LOHANSH
 Date of Birth : 13 Jan 1988
 Date of Retirement : 01 Aug 2052
 eSalary Code : N.A
 Next Increment :

Form Details (C)

- Draft Transfer List
- Draft Promotion List
- Draft Appointment Orders
- Draft Orders for Cancellation/Termination etc.
- Joining/Relieving-Index Card
- Print Transfer/Promotion/Appointment Orders
- Draft Training Plan
- Check Joining Status
- View NOC Detail
- Transfer Order Pendancy Report - Elementary Educat

- 3) Click on Transfer
- 4) Select the Draft Transfer List for which State Level Transfer Order is to be printed

Print Orders

GENERATE PDF OF TRANSFER/PROMOTION/APPOINTMENT ORDERS

Print Order Promotion/Transfer: Promotion Transfer Appointment

Select the List whose orders are to print: ✓ -SELECT-
28498-2040/2018-Test_NewTransfers_30012018 #

- 5) Fill the following details in order to generate the State Level Transfer Order.
 - a. File Number
 - b. Select By Order Of – Director of Elementary Education
 - c. Text at Top – If there is text that you want to be written before the table which shows the details of employee transferred, write that under ‘Text at the Top’. This will be autofilled but can be edited as per need.
 - d. Text at the Middle – If there is text that you want to be written below the table, above the signature of the Director, write that under ‘Text at the Bottom’.
 - e. Text at the Bottom - Under ‘Text at the Bottom’, write the Endst. No. and the details of people copied forward to.

File Number: No. EDN-4 (ELE) IT/PMIS-1/2017-2018 #

Select By Order Of: Director Elementary Education # Check Joining Status

Text at the Top: This is to convey the approval of competent authority to effect the following transfer(s)/adjustments as under :-

Text at the Middle: The date of relieving / joining may be reported to this office immediately.

Text at the Bottom: Endst. No. - Even Dated Shimla 171001 January, 2018

- 6) To enter signature of Director of Elementary Education, Select 'PERSONNEL' UNDER Authorised Employee Department, and then enter Employee PMIS Code for Director of Elementary Education.

Select Employee whose scanned signature's will be printed In Orders (If you want to print the officer Signature)

Select Authorised Employee Department: PERSONNEL

Enter Authorised Employee PMIS Code: 10 | Get Name>>

Generate PDF of Orders

- 7) Click on 'Generate PDF of Orders' to generate the State Level Transfer Order.
- 8) **IMPORTANT: Download and Save a copy of the State Level Transfer Order in order to maintain a record. This record will not be available on Manav Sampada portal once the final order is published by the District. This is the ONLY copy that will be available, and it is the responsibility of the State Officer to download and save a copy for record-keeping.**

Rptpistransferorders.aspx 1 / 1

Director Elementary Education,
Himachal Pradesh, Shimla - 1
(Transfer)

Office Order No: 2040- 30/01/2018

From:
Director Elementary Education,
Himachal Pradesh, Shimla - 1

To:
Deputy Director (Concerned)

This is to convey the approval of competent authority to effect the following transfer(s)/adjustments as under :-

| S. No | Emp Cd | Emp Name | District officer Action | From Office Designation | To Office Designation | TTA | Join. Date |
|-------|--------|-----------|-------------------------|--|---|-----|------------|
| 1 | 39506 | DUMMY JBT | | Kawar GPCS (SHIMLA) [Dodra Kewar BEEO Office] Junior Basic Teacher | Khalana GPS (SHIMLA) [Kotkhai BEEO Office] Junior Basic Teacher | Yes | |

Remarks: STATE REMARKS

The date of relieving / joining may be reported to this office immediately.

Authority to effect the following

to this office immediately.

January, 2018

Select Employee whose scanned signature's will be printed In Orders (If you want to print the officer Signature)

Select Authorised Employee Department: PERSONNEL

Enter Authorised Employee PMIS Code: 10251 | Get Name>> JAGDISH CHAND PATIAL (Sign Not Available)

Generate PDF of Orders | Send To District Officer

- 9) Finally, click on 'Send To District Officer' to send the State Level Transfer Order and Draft Transfer List to the Deputy Director level (district). A pop-up will show up, click on OK to proceed.