Department of Elementary Education
Himachal Pradesh, Shimla-171001

Manav Sampada Tutorials
Tutorial 11: Generate Online Transfer Orders (District)
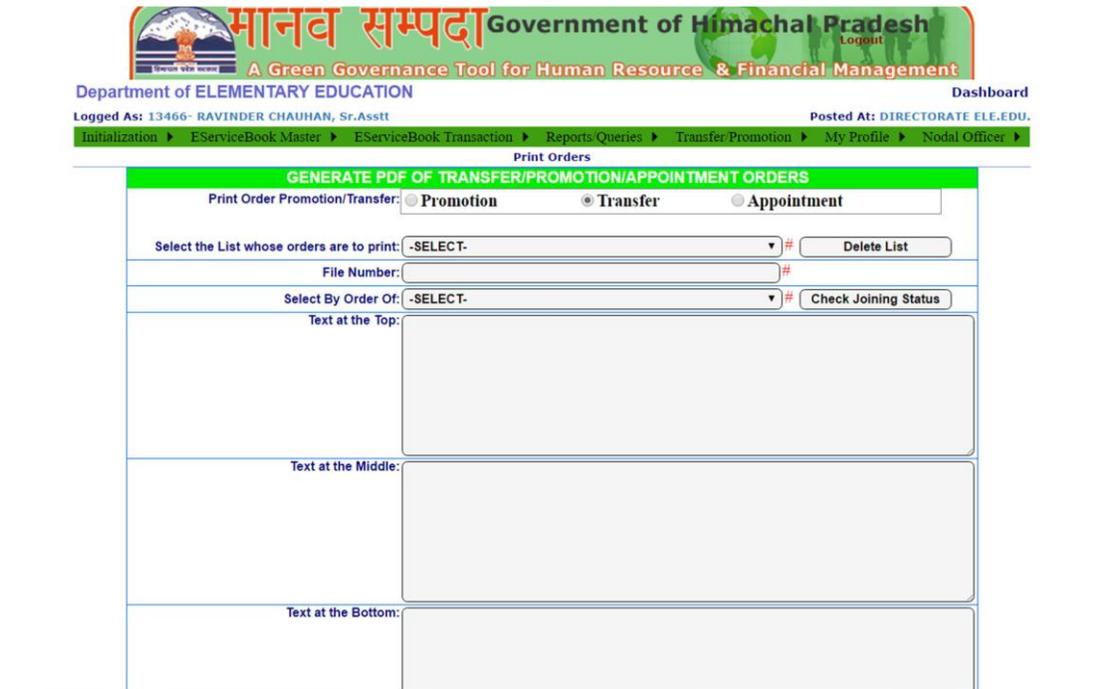**Contact us @ pmis.dee@gmail.com**

(1) DISTRICT OFFICERS NEED TO DO THE FOLLOWING ENTRIES:

1) **Login to your district's PMIS account**
2) **Now go to 'Transfer/Promotion>Print Transfer/Promotion/Appointment Orders:**

3) **Select 'Transfer':**

4) **Under 'Select the list whose orders are to print', select the list that has been transferred by the state to you (you can check the date mentioned on the list for reference)**

5)   Download, Save and Print State Level Transfer Order

IMPORTANT: Before taking any further action, scroll to the bottom and click on "Print State Transfer Order".

The order will open as a PDF in a pop-up window. (In case it does not open, disable the pop-up blocker on your browser). Download the PDF and save a copy for record-keeping. Also print a hard-copy if needed. The State Level Transfer Order will not be available on the Manav Sampada Portal once the District Level order is published. The District Officer will be held accountable in case a copy of the State Level Order is requested. Thus, the record must be maintained.

Now to proceed with the implementation of the draft transfer list, follow the steps below.

6) **Click on "Modify/Approve Draft List"**
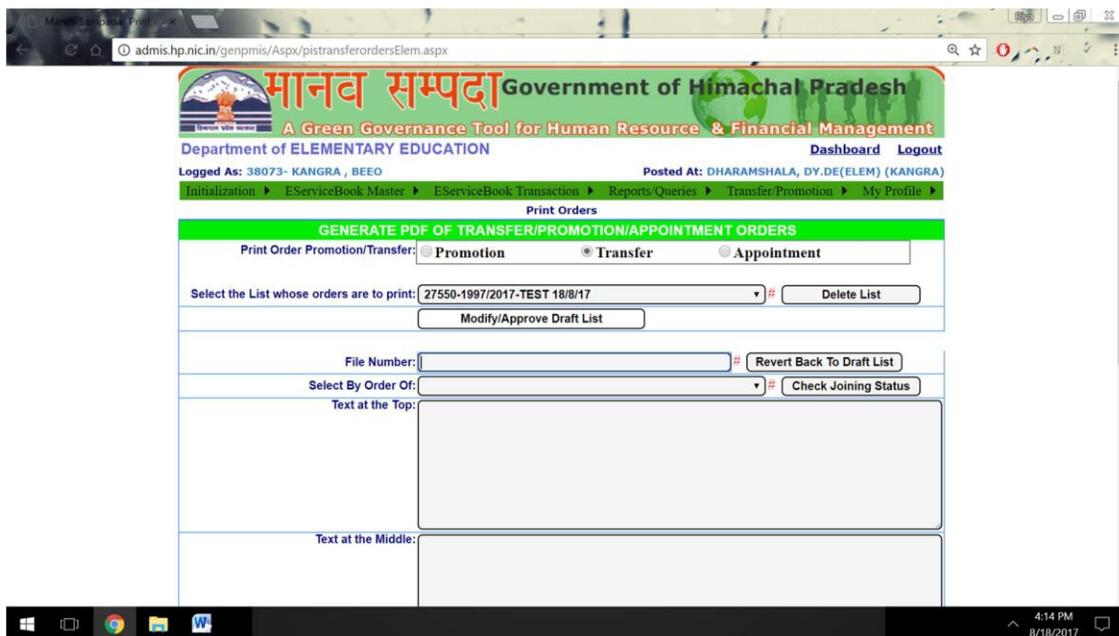
6) **Check the details of each Employee in the transfer order (check for vacancy/stay/PTR, etc.). Select the checkbox next to the Employee Name and click on "Implement" for the employee's whose transfers you want to implement, or "Refer Back" for the employees whose transfers you want to refer back to the state.**

NOTE: You must select either the "Implement" or "Refer Back" option for each employee. Without this you will be unable to publish the order.

GENERATE PDF OF TRANSFER/PROMOTION/APPOINTMENT ORDERS

Print Order Promotion/Transfer: ○ **Promotion** ◉ **Transfer** ○ **Appointment**

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

[Modify/Approve Draft List]

Implement/Refer Back Transfer Employee List

☐ Select All	Employee Name	Transfer From Office	Transfer To Office	From Designation	To Designation	With TTA	With Join Time	State Remarks	District Remarks
☐ 39506	DUMMY JBT	Kawar GPCS	Khalana GPS	Junior Basic Teacher	Junior Basic Teacher	Yes	No	STATE REMARKS	

[Implement] [Refer Back] [Cancel]

7) **After performing the above actions on the list, type the File Number/ Order Number of the transfer. Under 'Select by order of', select 'Deputy Director Elementary Education, …(your district name)'**

8) **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'.**
For eg: for a transfer order which looks like this-

No. EDN-CHM-(E-IV)-B(6)-7/2014

ELEMENTARY EDUCATION

Deputy Director Elementary Education, Chamba,
District Chamba (HP)
Office Order
(Transfer)

Office Order No: 69- 17/09/2014

From:

Deputy Director Elementary
Education, Chamba,
District Chamba (HP)

With the prior approval of Govt. as conveyed by the Director of Elementary Education, Himachal Pradesh, Shimla-01, letter No. EDN-H (Ele)-IV-(B)(6)3-4/2010 - Chamba-App Dated 06-09-2014, the following transfer(s)/adjustment(s) are hereby ordered with immediate effect.

S.No.	Emp Cd	Emp Name Date of Birth	From Office Designation	To Office Designation	TTA	Join. Time
1	12403	SHASHI KUMAR Jul 8 1977	Banhuien GPS (CHAMBA) Junior Basic Teacher	Khwah GPS (CHAMBA) Junior Basic Teacher	No	No
Remarks: Vice Sr. No. 2 in relaxation of ban on transfer.						
2	15378	DHARAM PAL Apr 3 1971	Khwah GPS (CHAMBA) Junior Basic Teacher	Banhuien GPS (CHAMBA) Junior Basic Teacher	No	No
Remarks: vice Sr. No. 1 and vice-versa in relaxation of ban on transfer.						
3	31690	CHAMAN DUTT Aug 12 1966	BhadrohNala GPS (CHAMBA) Head Teacher	Lohani GPS (CHAMBA) Head Teacher	No	No
Remarks: against vacancy in relaxation of ban on transfer.						
4	31762	CHAMAN LAL Apr 6 1970	Phatti GPS (CHAMBA) Head Teacher	BhadrohNala GPS (CHAMBA) Head Teacher	No	No
Remarks: in condonation of short stay if stay is more than two years, against vacancy in relaxation of ban on transfer.						

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

(By Order)

Deputy Director Elementary Education,
Chamba,
District Chamba (HP)

Endst. No. - as above
Copy is forwarded to the following for information and necessary action please:-
1. The Director of Ele. Education H.P. Shimla-01.
2. The BEEO Kiani/Salooni/Garola, Distt. Chamba with the direction that the incumbent working under your Establishment be relieved immediately failing which disciplinary action will be initiated against the defaulter under the rules and also be ensured that there is no court case before relieving/joining the above said official, the joining of incumbent shall be accepted. If the controlling officer does not comply with this procedure, the salary of the surplus incumbent will be drawn from the salary of the controlling officer. It may also be ensured that all other conditions are as per transfer policy. It may be ensured that all other conditions are as per transfer policy.
3. Guard File.

(By Order)

Department of Elementary Education
Himachal Pradesh, Shimla-171001

The 'Text at Top' will be:

With the prior approval of Govt. as conveyed by the Director of Elementary Education, Himachal Pradesh, Shimla-01, letter No. EDN-H (Ele)-IV-(B)(6)3-4/2010 - Chamba-App Dated 06-09-2014, the following transfer(s)/adjustment(s) are hereby ordered with immediate effect.

(Tip: This text is almost going to be similar for all transfer orders, so save it in a doc file and you can copy paste it every time)

9) **Under 'Text at the Bottom', write the Endst. No. and the details of people copied forward to. For the transfer order shown above, the Text at Bottom would have been:**

Endst. No. - as above
Copy is forwarded to the following for information and necessary action please:-
1. The Director of Ele. Education H.P. Shimla-01.
2. The BEEO Kiani/Salooni/Garola, Distt. Chamba with the direction that the incumbent working under your Establishment be relieved immediately failing which disciplinary action will be initiated against the defaulter under the rules and also be ensured that there is no court case before relieving/joining the above said official, the joining of incumbent shall be accepted. If the controlling officer does not comply with this procedure, the salary of the surplus incumbent will be drawn from the salary of the controlling officer. It may also be ensured that all other conditions are as per transfer policy. It may also be ensured that all other conditions are as per transfer policy.
3. Guard File.

In case of multiple transfers you can keep the bottom note general. For eg: The above text could have been instead written as:

Endst. No. - as above
Copy is forwarded to the following for information and necessary action please:-
1. The Director of Ele. Education H.P. Shimla-01.
2. The BEEO of concerned blocks with the direction that the incumbent working under your Establishment be relieved immediately failing which disciplinary action will be initiated against the defaulter under the rules and also be ensured that there is no court case before relieving/joining the above said official, the joining of incumbent shall be accepted. If the controlling officer does not comply with this procedure, the salary of the surplus incumbent will be drawn from the salary of the controlling officer. It may also be ensured that all other conditions are as per transfer policy. It may also be ensured that all other conditions are as per transfer policy.
3. Guard File.

10) Under Authorized Employee Department and select 'Higher Education' (do not scroll down but start typing the word, it will detect automatically)

11) Write the PMIS code of Deputy Director Elementary and click on 'Get Name'. In case their digital signature is not yet uploaded online, follow Tutorial 12

12) **Click on 'Generate PDF of Orders'. A pop-up window will open up. In case it does not, check if your pop-up blocker is on. The District Level Transfer Order will be displayed. You can download and save a copy if needed.**

13) **Check the information and if everything is correct, click on 'Click to Publish Order'**

14) **The order has now been published. You can view and download the same from the Notice Board on the homepage of the Manav Sampada portal, when you select the department of Elementary Education, without logging in.**