

Manav Sampada Tutorials

Tutorial 1: Creating new Employee (PMIS) Code

Contact us @ pmis.dee@gmail.com

Step: 1) Go to <http://admis.hp.nic.in/genpmis/> or just type Manav Sampada in Google and click on first web link i.e. [Manav Sampada-Login Page-hp.nic](http://admis.hp.nic.in/genpmis/) as shown in Fig(i).

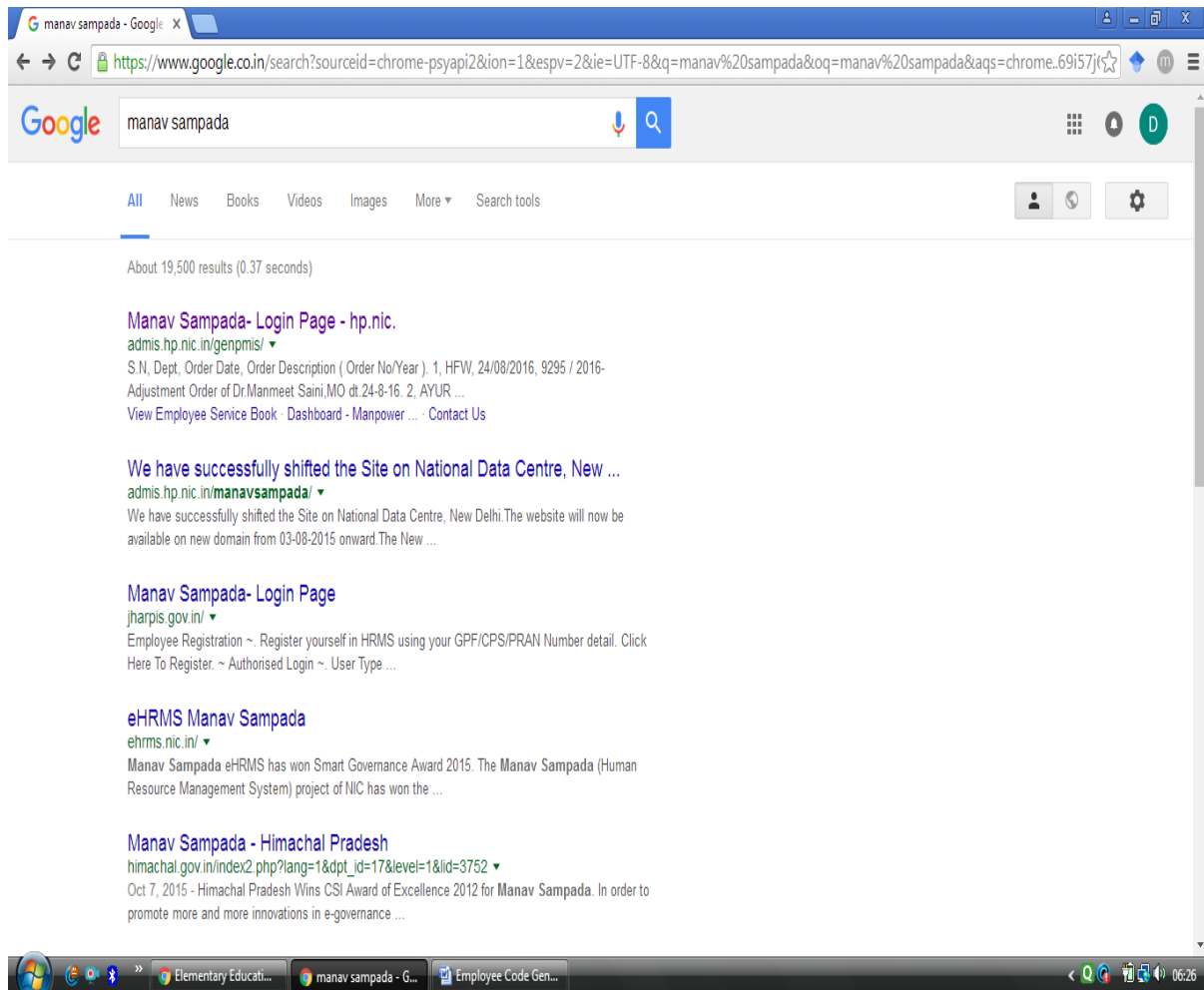


Fig (i): Google Result after typing Manav Sampada

Step: 2)

Manav Sampada Web-Portal is as shown in Fig (ii).

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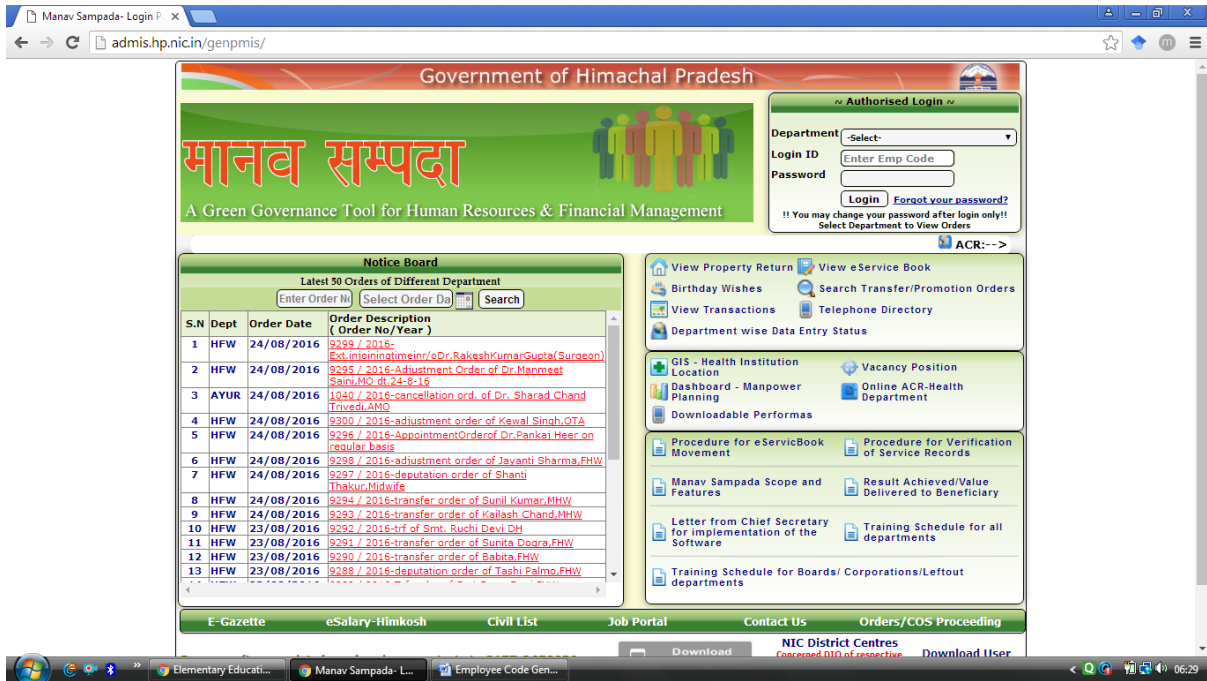


Fig (ii): Himachal Pradesh Manav Sampada Web-Portal

Step: 3)

In the top right corner, there is an Authorized Login Window Fig (iii).



Fig (iii): Authorised Login Window

- I. Select your **Department** e.g. for BEEO Department will be Elementary Education.
- II. After this, for **Login ID** enter PMIS Code (BEEO Code) and Password.
- III. After pressing log-in, dashboard as shown in Fig (iv), will be displayed in your web-browser.

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Fig (iv): Employee Dashboard

Step: 4)

Now to generate a new Employee Code, go to (in top left corner of menu bar, Fig (v):

Initialization → Office Administrator → Employee Registration (User Management).



Fig (v): Generation of New Employee Code

Step: 5)

After clicking on Employee Registration (User Management), following (Fig (vi)) window will be displayed. In this window, **click on Employee Generation Code**.



Fig (vi): New Employee Code Generation

Step: 6)

Now fill all the details in the form, Fig (vii). Remember, fields marked as # are mandatory.

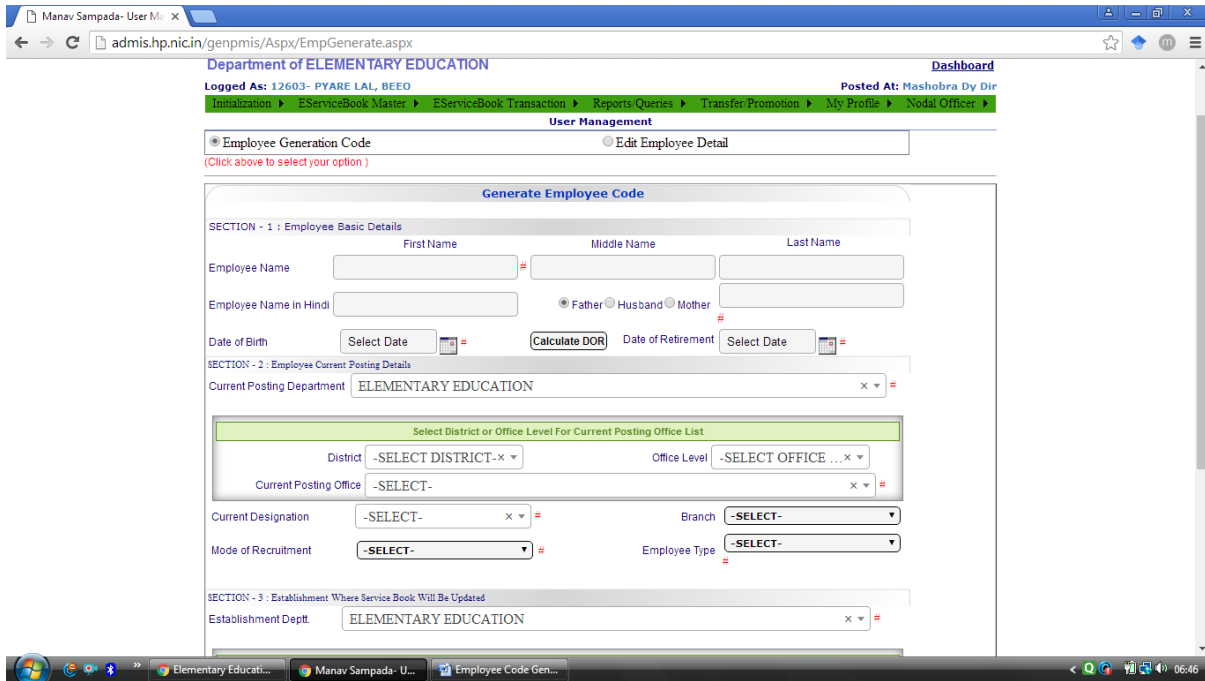


Fig (vii): New Employee Generation Code Form

Some important points:

- While filling form as shown in Fig (viii), after selecting Office Level, wait for a few seconds and let the Current Posting Office Details to load on to your form.

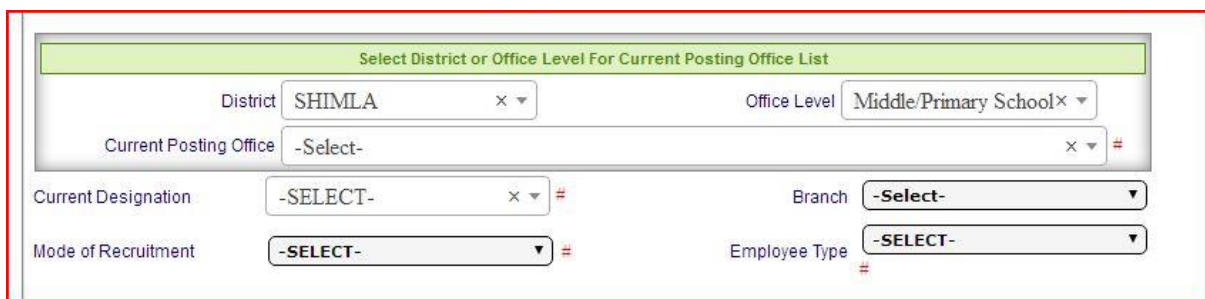


Fig (viii): Entering Current Post Office

- Similarly, while filling **Establishment Office** Details, after filling Establishment Office Level, you have to wait for a few seconds, to let name of Establishment Offices load on to your form.
- When Establishment Office detail will load, -SELECT- label will be changed to -Select- as shown in Fig (ix) & (x)

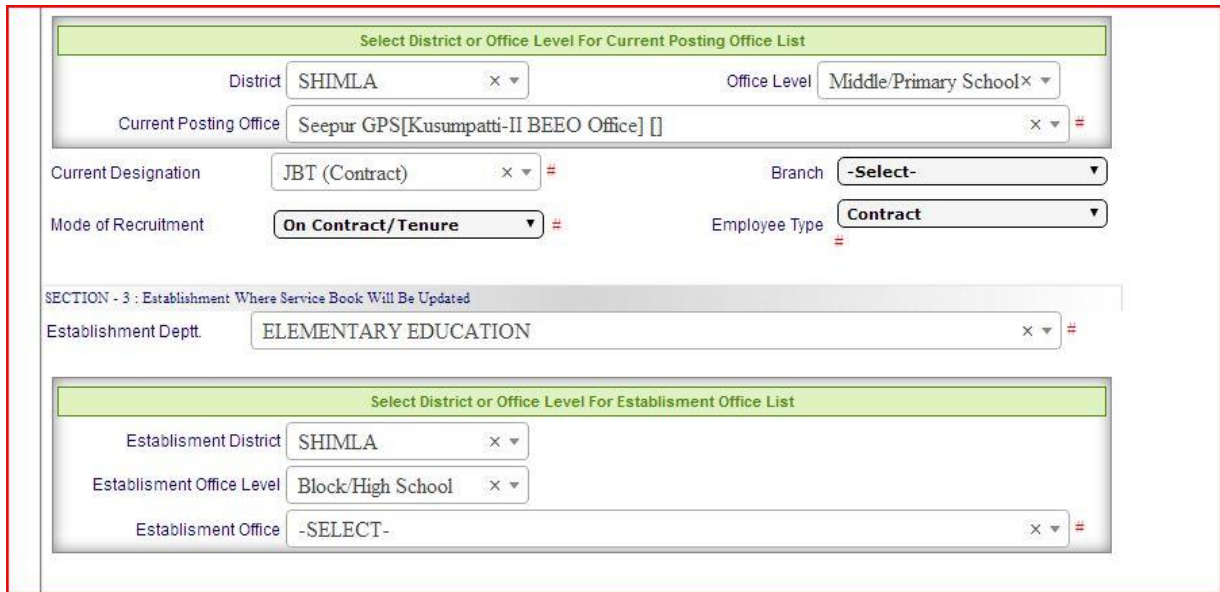


Fig (ix): Please note (all the alphabets are Capital), -SELECT- in front of Establishment Office- this means Establishment Office detail is not loaded on to the form, so wait for a few seconds.

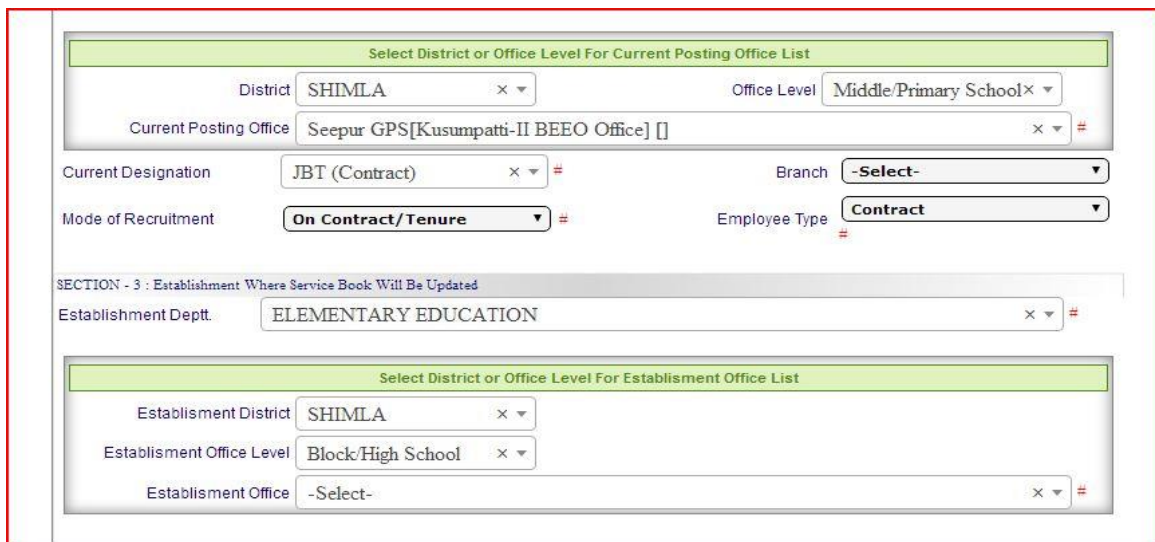


Fig (X): Please note (only S is Capital), -Select- in front of Establishment Office, this means data has been loaded on to the form and now you can choose Establishment Office from the list.

Step: 7)

After completing the form, click on Generate Employee Code.

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Manav Sampada- User M... x
admis.hp.nic.in/genpms/Aspx/EmpGenerate.aspx

Date of Birth 09/05/1987 Calculate DOR Date of Retirement 09/05/2045

SECTION - 2 : Employee Current Posting Details

Current Posting Department ELEMENTARY EDUCATION

Select District or Office Level For Current Posting Office List

District SHIMLA Office Level Middle Primary School

Current Posting Office Seepur GPS[Kusumpatti-II BEEO Office]

Current Designation JBT (Contract) Branch -Select-

Mode of Recruitment On Contract/Tenure Employee Type Contract

SECTION - 3 : Establishment Where Service Book Will Be Updated

Establishment Deptt. ELEMENTARY EDUCATION

Select District or Office Level For Establishment Office List

Establishment District SHIMLA

Establishment Office Level Block High School

Establishment Office Kusumpatti-II BEEO Office[SHIMLA, DY.DE (ELEM)] [पारंभिक शिक्षा उप निदेशक...]

E-salary Code

Generate Employee Code

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Fig (xi): Complete Employee Code Generation Form

Step: 8)

A new pop-up window will appear, as shown in Fig (xii) saying “Employee having Employee Code: xxxxx Created Successfully.”

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The screenshot shows a web browser window with the URL `admis.hp.nic.in/genpms/Aspx/EmpGenerate.aspx`. The page displays a success message: "Employee having Employee code :36985 Created Successfully". The user is logged in as "12603- PYARE LAL, BEEJ". The page includes a navigation menu with "Dashboard", "My Profile", and "Nodal Officer". The main content area is titled "User Management" and contains a "Generate Employee Code" form. The form is divided into two sections: "SECTION - 1 : Employee Basic Details" and "SECTION - 2 : Employee Current Posting Details".

SECTION - 1 : Employee Basic Details

Employee Name	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Employee Name in Hindi	<input type="text"/>	Relationship		<input checked="" type="radio"/> Father <input type="radio"/> Husband <input type="radio"/> Mother			
Date of Birth	<input type="text" value="09/05/1987"/>	Calculate DOR	Date of Retirement		<input type="text" value="09/05/2045"/>		

SECTION - 2 : Employee Current Posting Details

Current Posting Department	<input type="text" value="ELEMENTARY EDUCATION"/>		
Select District or Office Level For Current Posting Office List			
District	<input type="text" value="SHIMLA"/>	Office Level	<input type="text" value="Middle/Primary School"/>
Current Posting Office	<input type="text" value="-Select-"/>		
Current Designation	<input type="text" value="-SELECT-"/>	Branch	<input type="text" value="-Select-"/>
Mode of Recruitment	<input type="text" value="-SELECT-"/>	Employee Type	<input type="text" value="-SELECT-"/>

Fig (xii): Employee having Employee Code: 36985 Created Successfully.

Step: 9)

Please, write down this Employee Code on Manual Service Book of the respective Employee.