

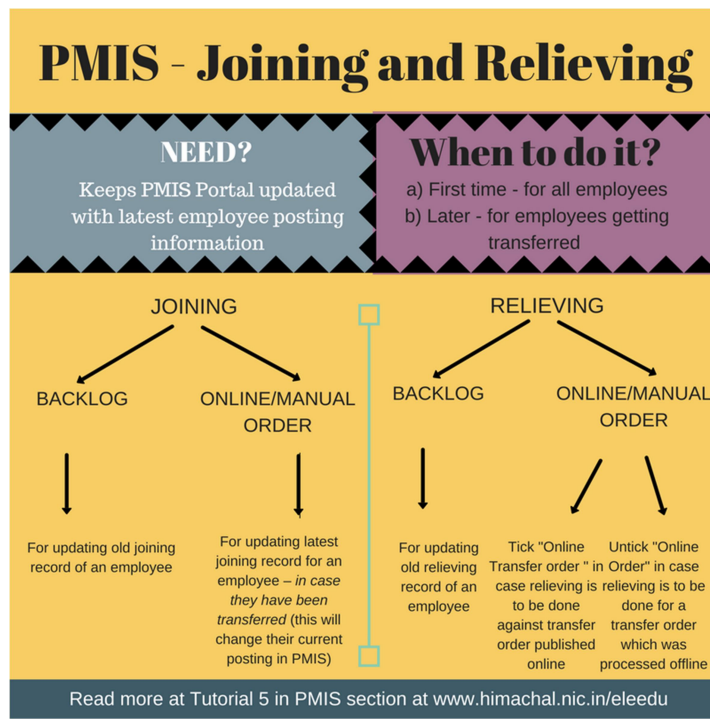
## Manav Sampada Tutorials

### Tutorial 5: Joining-Relieving

Contact us @ [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com)

**NEED: All employees should have updated joining and Relieving entries for at least last three stations served**

**ONLY BLOCK PMIS IN-CHARGE CAN FILL SERVICEBOOK FORMS:**



#### **1) OPENING JOINING-RELEIVING INDEX CARD**

1) Go to <http://admis.hp.nic.in/genpmis/> or just type **Manav Sampada** in Google and click on first web link.

2) Login (as taught in **Tutorial 1**)

3) Go to:

**Transfer/Promotion → Joining Relieving Index Card**

4) Type the PMIS Code and press **Enter**

5) Now you will have 4 options:

5.1) **Joining – Backlog Entry:** For updating old joining record for an employee

5.2) **Joining – Online/Manual Order :** For updating latest joining record for an employee – in case they have been transferred (this will change their current posting in PMIS)

5.3) **Relieving – Backlog Entry :** For updating old relieving record for an employee

5.4) **Relieving – Online/Manual Order:** For updating latest relieving record for an employee – in case they have been transferred (this will change their current posting in PMIS)

### 5.1) JOINING - BACKLOG (FOR UPDATING OLD ENTRIES FOR JOINING)



The screenshot shows a web browser window displaying the portal for the Department of Elementary Education, Himachal Pradesh. The page title is "मानव सम्पदा Government of Himachal Pradesh" and the subtitle is "A Green Governance Tool for Human Resource & Financial Management". The user is logged in as "KAMALJIT KAUR, BEO" and is currently in the "EMPLOYEE JOINING AND RELIEVING ORDER DETAILS" section. The form includes a "Select Employee" section with a dropdown menu for "Department" (set to "ELEMENTARY EDUCATION") and a text box for "#Enter Employee Code/Name" (set to "14428"). There are also fields for "First Name", "Middle Name", "Last Name", and "Date of Birth". A "Search" button is located below the department dropdown. A disclaimer at the bottom 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."

- 1) BackLog Entry under Joining Details would open by default.

Fill all the details which are required in the form.

**For Joining Date:** Remember the format should be DD/MM/YYYY (eg. 14/01/2017)

**Remember, fields marked as # are mandatory**

- 2) Press **Save**.
- 3) You will get a notification that “**Record has been successfully Saved**”

Department of Elementary Education  
Himachal Pradesh, Shimla-171001



- 4) Go to the bottom of the page and click on the School Name for which you have just made the Joining Entry. Once the page loads, click on the **LOCK** which comes up besides the SAVE button

Join At	Join Date	Join Orders	Designation	Join Remarks	Lock
1 ATIALA DALGES	05/01/2017	Transfer : ABC	Drawing master(Regular: Gazetted)	Y	Print Orders
2 Asarana GPS	05/01/2017	Transfer : sadjhakh	Junior Basic Teacher(Regular: Gazetted)	Y	Print Orders
3 Dasulapur chowk GCPS	20/12/2015	Fresh Joining : 1234	Junior Basic Teacher(Regular: Gazetted)	Y	Print Orders

- 5.2) **JOINING – ONLINE/MANUAL ORDER** (For updating latest joining record for an employee – in case they have been transferred (this will change their current posting in PMIS))

- 5) Under Joining Details, select 'Online/Manual Order'

Department of Elementary Education  
Himachal Pradesh, Shimla-171001



Department: ELEMENTARY EDUCATION #Enter Employee Code/Name: 14428 #

First Name: DUPLICATE Middle Name: #

Last Name: # Date of Birth: 20/06/1971

Reason for Joining: -SELECT REASON- # TickFor Online Orders: #

Join Date: 06/01/2017 # Join Time: FN AN

At Department: -SELECT DEPARTMENT- #

At District: -SELECT- #

At Office Level: -SELECT- #

At Office Name: -SELECT OFFICE- #

6) Follow Steps 2 to 4

**5.3) RELIEVING – BACKLOG ENTRY : For updating old relieving record for an employee**

**NOTE: YOU CANNOT MAKE A RELIEVING ENTRY UNLESS A JOINING ENTRY HAS ALREADY BEEN MADE:**

7) Select “RELIEVING ENTRY”

Relieve Date: 06/01/2017 # Relieve Time: FN AN

Against Joining (Locked Order): -Order No. Dated On:Order Date- # Transfer Order: #

From Department: -SELECT DEPARTMENT- #

From District: -SELECT- #

From Office Level: -SELECT- #

From Office Name: -SELECT OFFICE- #

To Branch: -SELECT BRANCH- # Desg. at the time of Relieving: -SELECT DESIGNATION- #

8) Fill all the details which are required in the form.

**Under "Against Joining (Locked Order)" : You will select the Joining Order of the school from which the person is getting relieved.**

*For example, if a teacher has been teaching in ABC school since the last 2 years and is now being transferred to XYZ school. While making relieving entry of ABC school, under "Against joining" you need to select the JOINING entry of ABC school and not of XYZ school.*

(In case you cannot find it, make another JOINING entry for this school by following steps 1 to 4)

**From Department:** Elementary Education

**From District/Office Level/Office Name:** The details of the office that the person is being relieved from

**For Joining Date:** Remember the format should be DD/MM/YYYY (eg. 14/01/2017)

9) Under "Establishment Where Servicebook Will be Updated", remember that you need to **select the block office where the servicebook will now go to:**

**Establishment At:** Elementary Education

**Establishment Office Level:** Block/High School

**Establishment Office:** Block Office Name

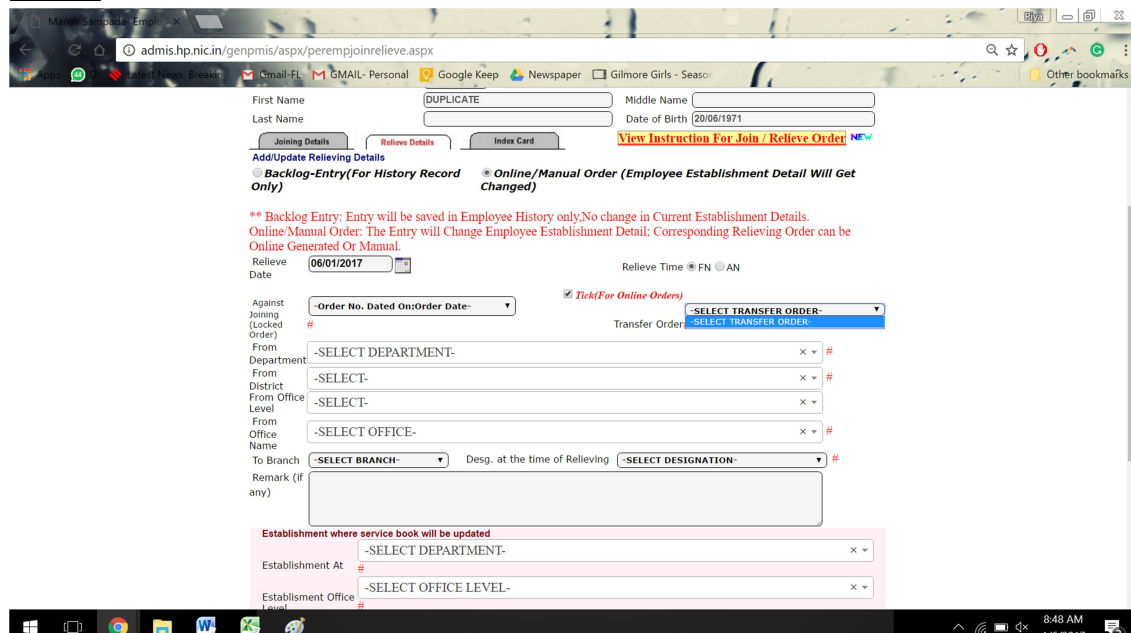
10) Remember, fields marked as # are mandatory

11) Follow Steps 2 to 4

5.4) **RELIEVING - MANUAL ORDER:** For updating latest relieving record for an employee - in case they have been transferred (this will change their current posting in PMIS)

12) Select 'Online/Manual Order' under 'Relieving Entry'

13) **IMPORTANT: In case a Transfer Order was made online, select "Tick in Case of Online Orders" and choose the transfer order from the dropdown (as shown in image), otherwise do not tick the checkbox and simply type the order no. in the textbox**





**14)** Follow Steps 8 to 11