



BODE

Board of Departmental Examinations

User Manual



Prepared By

**NATIONAL INFORMATICS CENTRE
HIMACHAL PRADESH STATE CENTRE
SHIMLA**

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Part (1) Employee Departmental Examination Application steps:-

(1) Login into with your respected departments:-

The screenshot displays the eHRMS portal interface. At the top, there is a header with the Government of Himachal Pradesh logo and the text 'मानव सम्पदा Government of Himachal Pradesh A Green Governance Tool for Human Resource & Financial Management'. Below the header is a navigation bar with links: Contact Us, About Manav Sampada, Dashboard, GIS Reports, Nodal officer, New Features | FAQ, and Notifications. A banner below the navigation bar features silhouettes of people and the text 'eHRMS MOBILE APP'. Below the banner, there is a section for 'E Service Book Stages' with links for 'Online Service Requests' and 'Online Tours, Leave, Service Book'. A notification bar below the banner reads 'ACR:--> Reporting and Reviewing Officers of Health and Family Welfare Department are request'. The main content area is divided into two sections: 'Notice Board' and 'Authorized Login'. The 'Notice Board' section is titled 'Latest 50 Orders of Different Department' and contains a search bar with 'Enter Order No.' and 'Select Date' options, and a 'Search' button. Below the search bar is a table with 5 columns: Sr. No., Dept, Order Date, and Order Description (Order No./Year). The 'Authorized Login' section contains a 'Department' dropdown menu, a 'Login ID' field with a sub-field for 'Enter Employee Code', a 'Password' field, and an 'Enter Expression Result' field with a sub-field for 'Expression Result'. A 'Login' button and a 'Forgot your password?' link are located at the bottom of the login section.

करमिक विभाग
हिमाचल प्रदेश

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

Contact Us About Manav Sampada Dashboard GIS Reports Nodal officer New Features | FAQ Notifications

eHRMS MOBILE APP

E Service Book Stages
Online Service Requests
Online Tours, Leave, Service Book

ACR:--> Reporting and Reviewing Officers of Health and Family Welfare Department are request

Notice Board

Latest 50 Orders of Different Department

Enter Order No. Or Select Date Search

Sr. No.	Dept	Order Date	Order Description (Order No./Year)
1	POL	08/02/2019	2 / 2019-14/12/2018
2	HFW	09/01/2019	14524 / 2019-transfer orders of Bimla Devi,HE
3	HFW	08/01/2019	14521 / 2019-Adjustment Order of Dr. Rejan Uppal & Transfer Order of Dr. Narinder Kumar Mehta
4	HFW	08/01/2019	14522 / 2019-Promotion Order of Health Educators as MEIO
5	HFW	08/01/2019	14520 / 2019-Trf.order of Smt.Manisha Devi,FHW

Authorized Login

Department *
-Select-

Login ID *
Enter Employee Code

Password *


Enter Expression Result *
Expression Result

Login Forgot your password?

(2) Here user gets link for applying departmental exam on Dashboard and also in HIPA module under my profile menu.

The screenshot displays the PMIS interface for a user named Munish Kumar. The top navigation bar includes the state logo and the text 'मानव सम्पदा Government of Himachal Pradesh' and 'A Green Governance Tool for Human Resource & Financial Management'. The user's profile information is shown as 'Logged As: 84980- MUNISH KUMAR, Assistant Programmer' and 'Establishment At: Head Office - Dummy'. A 'My Profile' menu is open, highlighting the 'HIPA Module' and its sub-options: 'Course Management- Add/Modify For HIPA Training', 'Submit Nominations For HIPA Training', and 'Apply for HIPA Departmental Exam'. The main dashboard area features an 'Employee Dashboard' with a bar chart titled 'Form Details (Click To View Form Detail)'. The chart shows the number of transactions for various categories: 'on' (5), 'ng' (1), 'Family' (1), 'Loan' (1), 'Service History' (3), 'Leave Details' (1), 'Departmental Proceeding' (0), 'Nominee' (1), and 'Award & Medals' (0). A red link 'Apply for Departmental Exam' is visible in the profile section.

(3) Departmental examination form.



मानव सम्पदा

Government of Himachal Pradesh

A Green Governance Tool for Human Resource & Financial Management

Department of >> **DUMMY DEPARTMENT (NOT IN USE)**
[Dashboard](#) [Logout](#)



Logged As: 84980- MUNISH KUMAR, Assistant Programmer
Posted At: Head Office - Dummy

Establishment At: Head Office - Dummy
PMIS Role: General

My Profile
▶

Main Menu

Application form(DE-1)For Appearing In The Departmental Examination

Name	MUNISH KUMAR	 Photo	Mandatory Fields <ul style="list-style-type: none"> Employee Type: Regular only Designation: Latest Updated Photo: Latest Scanned Signature Gazetted/Non-Gazetted Mobile Number Email ID
Father Name	BAL KRISHAN		
Date Of Birth	01/01/1990	 Scanned Sign	
Current Designation	Assistant Programmer		
Date Of Appointment	17/08/2020		
Officer Type (G/N)	Non-Gazetted		
Employee Type	Regular		Departmental Exam Instructions
Cadre/Service	Professional Cadre		

Present Address Details

Mobile Number	9877518441	Email ID MUNISHSHARMA995@GMAIL.COM
District #	<input type="text" value="Shimla"/>	PIN # <input type="text" value="171001"/>
Present Address #	<input style="width: 100%;" type="text" value="CGO"/>	

Examination Information (January-2021)

Parent Department #	<input type="text" value="Agriculture"/>	Appointment Type #	<input type="text" value="On Probation"/>
Previous Attempts	<input type="text" value="0"/>	Name Of Exam #	<input type="text" value="Technical Officer"/>
If you ever been disqualified?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Papers in which Applicant wish to Appear Exam

Paper.No.	Subject Name	<input checked="" type="checkbox"/> Select to Appear in All Papers
1	Financial Administration (All others)	<input checked="" type="checkbox"/> Select to appear
2	Financial Administration (Lect. of Education only)	<input checked="" type="checkbox"/> Select to appear
3	Hindi	<input checked="" type="checkbox"/> Select to appear
4	Rules and Acts Pertaining to Concerned Department	<input checked="" type="checkbox"/> Select to appear

Filled Exam Details

Save

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- Here employee will fill all required details like address details, examination details, and will have to select the paper in which applicant wish to appear.
- Here user also has option to see detailed departmental exam instructions.

(4) User can also see detailed departmental exam instructions.

No. HIPA (Exam)-7/75-XVII
Government of Himachal Pradesh
Board of Departmental Exam

From Fairlawns, Shimla-171012, Dated 28th January, 2021.

To Secretary
Himachal Pradesh Board of Departmental Examination
Fairlawns, Shimla-171012

Subject:- Deputy Director General
NIC, H.P. Secretariat, Shimla

Information for the Development of Exam Software

Sir,
The information sought for the Development of Software during the meeting held on 18-01-2021 in CGO Complex, Shimla is furnished hereunder:

1. ELIGIBILITY CRITERIA

The following categories of the officers/official with the conditions, if any, explained against categories may appear in the Departmental Examination:

- i. The members of Himachal Pradesh Administrative Services.
- ii. The members of Himachal Pradesh Forest Services.
- iii. Tehsildar and Naib Tehsildar.
- iv. All other gazette officers working in connection with the affairs of the State of Himachal Pradesh not include in Clauses (i) to (iii) above.
- v. Superintendent grade –II and Sr. Assistants of H.P. Govt (Non- Gazetted) and.
- vi. All such other Non-Gazetted officials who have put in not less than 10 years of regular service in connection with the affairs of the State of Himachal Pradesh whose next promotion or placement as and when it takes place shall put them in a Gazetted rank.
- vii. Any other class or category of officers which may be included by the Government for time to time.
- viii. Clerks, working in Revenue Department may be allowed to appear in Departmental Examination of Naib-Tehsildar, who have completed ten (10) years service in the cadre.
- ix. Patwari and Kanungo of Revenue Department.


2. FEES HEAD:- 0070-60-800-05

3. Eligibility Certificate:- Certified that the candidate is eligible to take the Departmental Examination as per the eligibility criteria give under the said window above. (The Nodal Officer for the PIMS or any other officer entrusted with the responsibility of verifying and forwarding the applications needs to put a / mark against the certificate before submitting).

Yours faithfully
Secretary
Board of Departmental Examination
H.P. Institute of Public Administration
Fairlawns, Shimla-171012

(5) User can view the form filled by him and also has option to print the form for that user needs to click view in action column also user can delete the form by clicking the delete button in the action column.

Filled Exam Details							
Sr.No	Registration Code	Date of Apply	Exam Name	Fees	Action	Status	Admit Card/Result
1	10002	20/02/2021	Technical Officer	Pay Now Pending	View Delete		



मानव सम्पदा

Government of Himachal Pradesh

A Green Governance Tool for Human Resource & Financial Management

Department of >> DUMMY DEPARTMENT (NOT IN USE)

Logged As: 84980- MUNISH KUMAR, Assistant Programmer

Establishment At: Head Office - Dummy


[My Profile](#)

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

Posted At: Head Office - Dummy

PMIS Role: General

FORM DE-1
[SeeRule 7(1)]
GOVERNMENT OF HIMACHAL PRADESH
BOARD OF DEPARTMENTAL EXAMINATION



Roll No. 0
(To be assigned by the office)


APPLICATION FORM (DE-1) FOR APPEARING IN THE DEPARTMENTAL EXAMINATION
PART-1

1. Name	MUNISH KUMAR
2. Designation	Assistant Programmer
3. Father Name	BAL KRISHAN
4. Date Of Birth	01/01/1990
5. Service/Cadre	Professional Cadre
6. Date Of Appointment	17/08/2020
7. Address	CGO
8. Pin	171001
9. Fees Status	Pending
10. Name Of Exam	Technical Officer :- January - 2021
11. Have you ever been disqualified	No
12. Disqualified Date	NA

13. Papers in which the applicant had wished to appear:-

Paper.No.	Subject Name	Status
1	Financial Administration (All others)	Submit
2	Financial Administration (Lect. of Education only)	Submit
3	Hindi	Submit
4	Rules and Acts Pertaining to Concerned Department	Submit

I solemnly declare that the information given by me above is correct and true and nothing has been concealed therein. In the event of any of the above being found incorrect or false. I shall be liable for the appropriate action under the CSS(Conduct) Rules,1964.



Signature of Candidate

IP Address Applied From 10.146.50.18

Submitted to HOD on

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(6) After clicking save button user will have to pay fees, for that he needs to click on pay now in the fees column.

Filled Exam Details							
Sr.No	Registration Code	Date of Apply	Exam Name	Fees	Action	Status	Admit Card/Result
1	10002	20/02/2021	Technical Officer	Pay Now Pending	<input type="button" value="View"/> <input type="button" value="Delete"/>		

After that user needs to click pay now (next screen)

मानव सम्पदा Government of Himachal Pradesh
 A Green Governance Tool for Human Resource & Financial Management
 Department of >> DUMMY DEPARTMENT (NOT IN USE) Dashboard Logout
 Logged As: 84980- MUNISH KUMAR, Assistant Programmer Posted At: Head Office - Dummy
 Establishment At: Head Office - Dummy PMIS Role: General
 My Profile Main Menu

Payment for Departmental Examination : Technical Officer

Examination Session: January - 2021
 PMIS Code: 84980
 Name: MUNISH KUMAR
 Father Name: BAL KRISHAN
 Designation: Assistant Programmer
 Registration Number: 10005
 You are required to pay Rs. 50

Fee Modes
 HIMKOSH
 Test Mode

Pay Now Pay Later

After clicking pay now user will be directed to the screen shown below here user needs to select bank and fill the code shown below.

IFMIS - Government Receipts Accounting System
 Treasuries, Accounts and Lotteries, Finance Department, GoHP

Pay Your Challan through Cyber Treasury, Govt of HP

eChallan --: Challan Payment Gateway

DIRECTOR HIPA : ONLINE PAYMENT FACILITY THROUGH CYBER TREASURY, GOHP
 NOTE: IF YOUR BANK ACCOUNT IS DEBITED , THEN DONOT MAKE DOUBLE PAYMENT WITHIN 24 HOURS.

DEPT : 229-Director HIPA
 DDO : 229-CTO00-016 D.D.(HIPA) FAIR LAWNS SHIMLA
 DEPT REF. NO. : 10002
 TENDER BY : 84980
 PERIOD FROM : 20-02-2021 To 20-02-2021

ID	Payment of (Service)	Head	Amount Rs.
1	MISCELLANEOUS RECEIPTS	0070-60-800-05	1

AMOUNT (₹) : 1 (Rupees One)
 PAYMENT TYPE : e-banking Manually
 SELECT BANK : SBI MOPS- NetBanking/Debit/ Cr
 ENTER CODE : 2J3J

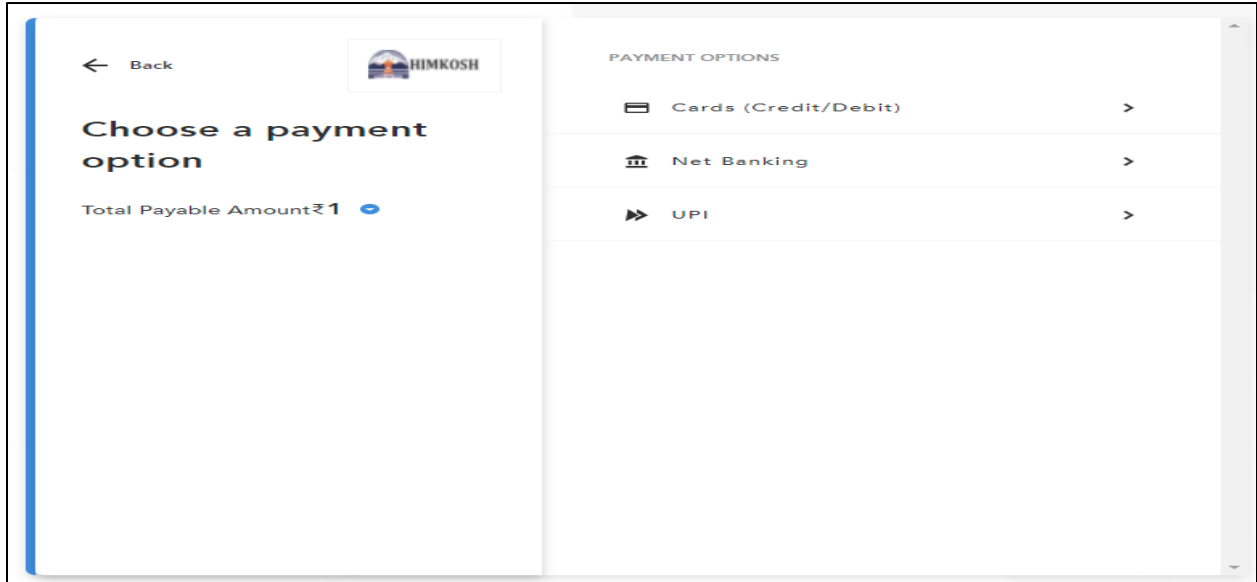
MAKE PAYMENT CANCEL

Latest 10 Transactions Done with Above Dept Ref No.

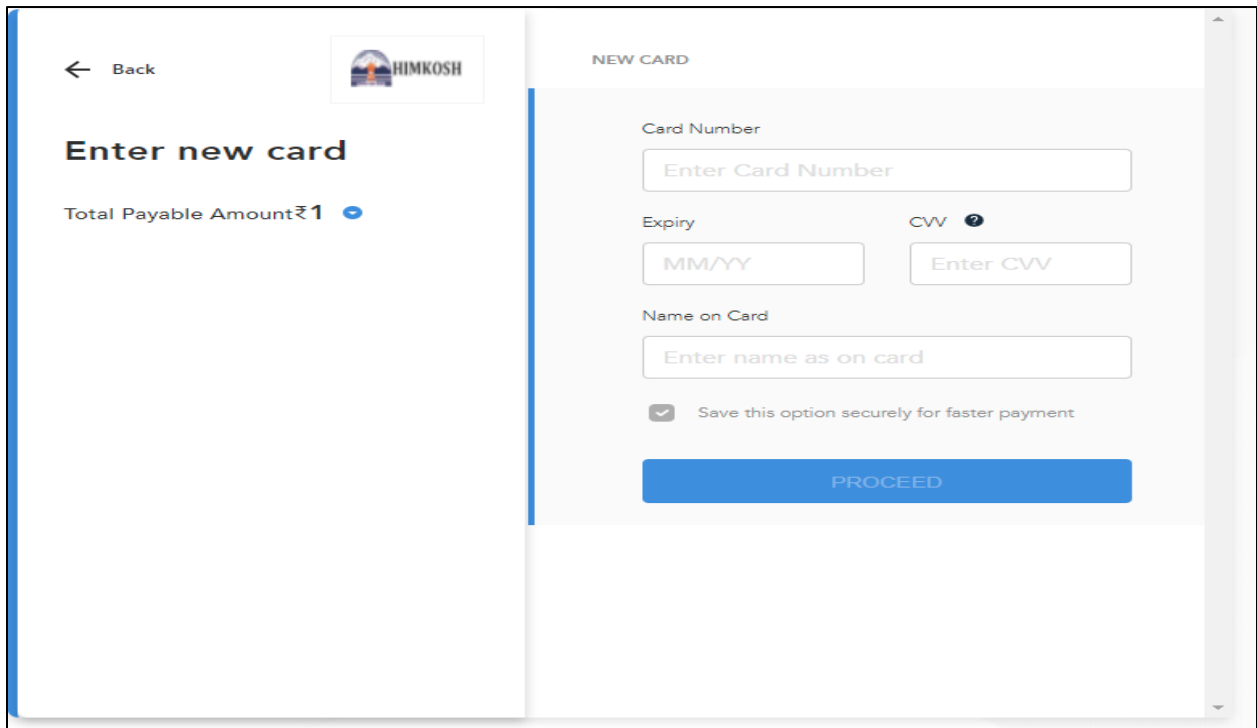
Sl.No.	HINGRN	Dated	DDO	Tender By	Amount	Status	Verify with Bank	Detail
1	A21B173788	17-02-2021	D.D.(HIPA) FAIR LAWNS SHIMLA	10004	1	Successfully Completed		
2	A21B122070	05-02-2021	D.D.(HIPA) FAIR LAWNS SHIMLA	10005	1	Failure Transaction		
3	A21B122036	05-02-2021	D.D.(HIPA) FAIR LAWNS SHIMLA	10005	1	Failure		

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After clicking make payment user will be directed to page shown below here user need to choose payment option of his choice.



After this user needs to fill the following details as shown below in the screen and click proceed.



After that user will get an OTP in his registered mobile number. User needs to fill that OTP here.

paytm Payments Bank RuPay

One Time Password has been sent to Your Mobile Number.
Please use OTP and authenticate the transaction.
Date : 20-Feb-2021
Card Number : [REDACTED]

Enter OTP

OTP (One Time Password)

Resend link will appear in 38 seconds.

Submit Cancel

This screen will automatically timeout after 5 Minutes.
Powered by wilamo

After successful entry of OTP user will be directed to this page here user has option to print the Fee receipt.

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Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)
Logged As: 84980- MUNISH KUMAR, Assistant Programmer Posted At: Head Office - Dummy
Establishment At: Head Office - Dummy PMIS Role: General
[My Profile](#)

Departmental Exam

Fee Receipt

Registration No.	10002
Fee Amount Recieved	1.00
Bank Name	PYU
Bank Reference Number	12335208015
Challan Reference Number	A21B188745
Transaction ID	25
Transaction Date	20022021123746
Transaction Status	Successfully Completed

[Print](#) [Back](#)

(7) After successful payment of fees user needs to click on the Submit to HOD button in the action column

मानव सम्पदा Government of Himachal Pradesh
 A Green Governance Tool for Human Resource & Financial Management
 Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)
 Logged As: 84980- MUNISH KUMAR, Assistant Programmer [Posted At: Head Office - Dummy](#)
 Establishment At: Head Office - Dummy [PMIS Role: General](#)

Application form(DE-1)For Appearing In The Departmental Examination

Name: MUNISH KUMAR
 Father Name: BAL KRISHAN
 Date Of Birth: 01/01/1990
 Current Designation: Assistant Programmer
 Date Of Appointment: 17/08/2020
 Officer Type (G/N): Non-Gazetted
 Employee Type: Regular
 Cadre/Service: Professional Cadre

Mandatory Fields

- Employee Type: Regular only
- Designation: Latest Updated
- Photo: Latest
- Scanned Signature
- Gazetted/Non-Gazetted
- Mobile Number
- Email ID

[Departmental Exam Instructions](#)

Present Address Details

Mobile Number: 9877518441 Email ID: MUNISHSHARMA995@GMAIL.COM
 District #: --Select District-- PIN #:
 Present Address #:

Examination Information (January-2021)

Parent Department #: --Select Department-- Appointment Type #: --Select Appointment Type--
 Previous Attempts: 0 Name Of Exam #: --Select Exam--
 If you ever been disqualified? Yes No

Filled Exam Details

Sr.No	Registration Code	Date of Apply	Exam Name	Fees	Action	Status	Admit Card/Result
1	10005	18/02/2021	Technical Officer	Success	<input type="button" value="Submit to HOD"/> <input type="button" value="View"/> <input type="button" value="Delete"/>		

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After successful payment of fees user will be directed to the screen shown below here user can view his form by clicking view button in the action column.

Filled Exam Details

Sr.No	Registration Code	Date of Apply	Exam Name	Fees	Action	Status	Admit Card/Result
1	10005	18/02/2021	Technical Officer	Success	<input type="button" value="View"/>	Submitted to HOD	

Part (2) Departmental Examination Application Approval/Rejection Steps:-

(1) Application approval, rejection action by HOD (10000 User).

The screenshot shows the PMIS interface for a user logged in as '10000- Headoffice Administrator'. The user is in the 'DUMMY DEPARTMENT (NOT IN USE)'. The main menu is expanded to show the 'Online HIPA BODE Module' options, which include:

- Approved/Rejected Application Form
- BODE Services (Session Admit Card & Result)
- Application Report for BODE

- Here the approval or rejection of the departmental examination is in the hands of HOD (10000 user). He can either approve the application of an employee or reject it along with giving a reason for rejection of the application.

The screenshot shows the 'Approved/Rejected Application Form' interface. It includes a 'Select Session' dropdown, an 'Application Status' dropdown, and a 'Download Instructions' link. Below this is an 'Application Status List' table with the following data:

SL.No	PMIS Code/Name	Designation	Posting office	Registration Number	Date of Apply	Exam Name	Status	Action
1	84930-> MUNISH KUMAR	Assistant Programmer	Head Office - Dummy	10002	20/02/2021	Technical Officer		View Approve Reject
2	10004-> NAVEEN THAKUR	Programmer	Head Office - Dummy	10001	19/02/2021	Technical Officer	Approved On: 19/02/2021	View

- Here HOD (1000 user) has option to view, approve or reject the application.

Initialization

Approved/Rejected Application Form

Select Session:

Application Status : [Download Instructions](#)

Application Status List :

Exam : Designation: PMIS Code/Name

SL.No	PMIS Code/Name	Designation	Posting office	Registration Number	Date of Apply	Exam Name	Status	Action
1	84980->MUNISH KUMAR	Assistant Programmer	Head Office - Dummy	10002	20/02/2021	Technical Officer		<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>
2	10004->NAVEEN THAKUR	Programmer	Head Office - Dummy	10001	19/02/2021	Technical Officer	Approved On: 19/02/2021	<input type="button" value="View"/>

Name **84980-MUNISH KUMAR**
 Designation **Assistant Programmer**

SL.No.	Subject Name	
1	Financial Administration (All others)	<input type="checkbox"/> Select to Exempt
2	Financial Administration (Lect. of Education only)	<input type="checkbox"/> Select to Exempt
3	Hindi	<input type="checkbox"/> Select to Exempt
4	Rules and Acts Pertaining to Concerned Department	<input type="checkbox"/> Select to Exempt

- Certified that the candidate is eligible to take the Departmental Examination as per the eligibility criteria give under the said window above. (The Nodal Officer for the PIMS or any other officer entrusted with the responsibility of verifying and forwarding the applications needs to put a ✓ mark against the certificate before submitting).
- I agree with given above conditions

Here HOD 10000 will have to tick to exempt user from appearing in any of the exam. Also HOD has to tick I agree with given above conditions and then select approve button.

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 Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)
 Logged As: 10000- Headoffice Administrator, Establishment At: [Posted At:](#) [PMIS Role:](#)
 Initialization ▶

Approved/Rejected Application Form

Select Session: Application Status: [Download Instructions](#)

Application Status List :

Exam: Designation: PMIS Code/Name:




SL.No	PMIS Code/Name	Designation	Posting office	Registration Number	Date of Apply	Exam Name	Status	Action
1	84981-> NAVEEN THAKUR	Programmer	Head Office - Dummy	10003	22/02/2021	Technical Officer		View
2	84982-> MANGAL SINGH	project incharge	Head Office - Dummy	10004	22/02/2021	Technical Officer		View
3	84993-> PAWAN KUMAR	Assistant Programmer	Head Office - Dummy	10005	22/02/2021	Technical Officer		View
4	84996-> ANIL RANA	Assistant Programmer	Head Office - Dummy	10006	22/02/2021	Technical Officer		View
5	84980-> MUNISH KUMAR	Assistant Programmer	Head Office - Dummy	10002	20/02/2021	Technical Officer	Approved On: 20/02/2021	View
6	10004-> NAVEEN THAKUR	Programmer	Head Office - Dummy	10001	19/02/2021	Technical Officer	Approved On: 19/02/2021	View

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Here user can view the status of all the application whether approved, rejected or no action taken.

(2) Admit card generation after approval.

Filled Exam Details

Sr.No	Registration Code	Date of Apply	Exam Name	Fees	Action	Status	Admit Card/Result
1	10001	19/02/2021	Technical Officer	Success	View	Forwarded to BODE(HIPA)	  

Admit Card

- After the approval of the application, employee will get the option to download admit card as shown above. The admit card format will be as follows:-

Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶

Main Menu

**GOVERNMENT OF HIMACHAL PRADESH
BOARD OF DEPARTMENTAL EXAMINATION**

PART V

ADMISSION CARD

Roll No. :- 4412101101
(To be assigned by the office)

Admit **NAVEEN THAKUR** . . S/D/W of **PAWAN THAKUR** (Designation) **Programmer** . Departmental Examination to be held in **January 2021** on the dates as given in the date sheet at **HP Public Service Commission Nigam Vihar, Shimla** in the papers mentioned below :

SL.No.	Subject Name
1	Financial Administration (All others)
2	Financial Administration (Lect. of Education only)
3	Rules and Acts Pertaining to Concerned Department

Signature of Candidate

Secretary,
H.P Board of Departmental
Examination,
Fairlawns, Shimla-171012

(3) Result generation.

Filled Exam Details							
Sr.No	Registration Code	Date of Apply	Exam Name	Fees	Action	Status	Admit Card/Result
1	10001	19/02/2021	Technical Officer	Success	<input type="button" value="View"/>	Forwarded to BODE(HIPA)	 

- After the approval of the application, employee will get the option to download result as shown above. The format of the result will be as follows:-



RESULT CARD

GOVERNMENT OF HIMACHAL PRADESH BOARD OF DEPARTMENTAL EXAMINATIONS

Name : NAVEEN THAKUR

Session : 2101

Designation : Programmer

Exam : Technical Officer

Department : >> DUMMY DEPARTMENT (NOT IN USE)

Roll No. : 4412101101

Dear Sir/Mam,

The Result of the Departmental Examinations as declared by the Board is as under :

S.No.	Subject	Marks	Status
1	Financial Administration (All others)	35	Fail
2	Financial Administration (Lect. of Education only)	85	Pass
3	Rules and Acts Pertaining to Concerned Department	16	Fail

Subjects / Papers Qualified are : Fail

Note: Revaluation is allowed where score is between 40-49 Marks. Candidates may apply in online application from within 21 days of issue of result card.

Date : 20/02/2021

SECRETARY