

Manav Sampada : Frequently Asked Questions (FAQs)

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FOR BLOCK PMIS INCHARGE

Q1) What are the mandatory fields that are required to be filled while updated old records in an employee servicebook?

A) **FORM 1:** All entries marked with #

FORM 2: Phone and Email Id (if any) and all other entries marked with #

FORM 3: All entries marked with #

FORM 7: Joining and Relieving entries of present area of service and of the past two areas of service

FORM 9: Departmental Proceedings (the ones recorded in the servicebook)

Q2) What to do if an employee in my block has retired/expired?

A) Fill **FORM 7 (TUTORIAL 2 & 3)** of employee. Under **SECTION 2-A, COMMONLY USED TRANSACTION**, select **OTHER (CHOOSE TO GET A LIST)** and for trans./Entry Type, select **SERVICE CLOSING>>RETIREMENT/EXPIRED** and then fill the other details.

Q3) What to do if an employee in my block has been promoted as Head Teacher?

A) Fill **FORM 7 (TUTORIAL 2 & 3)** of employee. Under **SECTION 2-A, COMMONLY USED TRANSACTION**, select **PROMOTION** and then fill the other details.

Q4) What to do if an employee in my block has been promoted as TGT/C&V?

Please reach out to your Nodal Officer (Higher Department). Mention the PMIS Code of the teacher and ask them to pull the employee in their department.

[Do copy the letter/email to Directorate of Higher Education \(dir.edu@rediffmail.com\)](mailto:dir.edu@rediffmail.com)

Phone No. of NO/ANOs				
Sr. No.	Distt.	Name	Phone No	DDHs Land Line
1	Bilaspur	Sh. Suresh Bhardwaj	9817108525	01978-222585
2	Chamba	Arvind Sharma	9418484689	01899-222211
3	Hamirpur	Kartar Chand Kaul	9418162061	01772-221499
4	Kangra	Chander Bose	9418794069	01892-223124
		Subhash Chand	9418166822	
5	Kullu	Khub Singh	9459044260	01902-222545
6	L&S	Yogesh Kumar	9418095436	01900-222237
7	Mandi	Ambika Gupta	9418022164	01905-222118
		Parveza Sahina	8679539606	
8	Shimla	Ghanshyam Singh	9418155289	0177-2804710
	Shimla	Ritu Gupta	9418150006	
9	Sirmour	Trilok Garg	9817338898	01702-222246
10	Solan	Sh. Yoginder Singh	9805675240	01792-230826
11	Una	Naresh Kumar	9418664441	01975-223850

Q5) What to do an employee in my block has been transferred?

A) Do relieving entry by following **Tutorial 5**.

Q6) What do I do if another teacher has been transferred into my block?

A) Do joining entry by following **Tutorial 5**.

Q7) What do I do if an employee has more than one PMIS Code?

A) Send all the codes to your District Nodal Officer (Elementary) and highlight the code which is mentioned in their servicebook. This code will be retained while the other would be deleted.

Q8) What do I do if there are employees showing my block which do not belong there?

A) Email your District Nodal Officer (Elementary) there PMIS Codes and Names. If possible, also send them their current posting office and Establishment Office.

In case of any other problem, please your PMIS district nodal officer (elementary). If you do not receive a response from them within 1 week, you may whatsapp us or email us at pmis.dee@gmail.com.

FOR DISTRICT NODAL OFFICER

Q1) What to do if a block says that they are unable to open *any* employee's details from their account?

A)

STEP 1: Follow **Tutorial 7** and open PMIS Code which Block uses to log in. Check if the **DESIGNATION** is correct (it should be BEEO), **POSTING AND ESTABLISHMENT OFFICE** (Block Office).

STEP 2:

- a) Follow **Tutorial 6** to check if the Block has been given the correct role (Establishment Data Entry)
- b) Follow **Tutorial 6** to check if the Block account is active (check picture below)

The screenshot displays three sections of a web application interface:

- Employee Details:** Office Level: Block/High School; Establ./Posting Office: Bilaspur, BEEO,Sadar[BILASPUR, DY.DE (ELEM)] भीरभुव, सर ...; Employee Name: 21099 - ACHHAR LATA(ELEM)-Gen.
- Assigning Application Role:** Application Name: Personal MIS; Role to Assigned: Admin; Role Purpose: Data Entry/ Administrator/ General; Verification: ; Note: *An employee can have single role purpose only.
- Set Initial Password:** Current Status: Active; Check this to allow login to user: ; User Password: 21099_2016.

Q2) What to do if a block says that they are unable to open some employee's details from their account?

A)

Step 1: Follow **Tutorial 7** and check if their **POSTING AND ESTABLISHMENT OFFICE** are correct. If they aren't, correct them. Otherwise, email us at pmis.dee@gmail.com

Step 2:

- a) Check whether the employee is verified or unverified. Use the Block's PMIS Code to log into their account, open any form (From eServicebook Master or eServicebook Transaction).
- b) Type PMIS Code and press on **"Check Lock/Unlock Status"**.
- c) If the person is verified, the servicebook should open from eServicebook Transaction.
- d) If the person is unverified, the servicebook should open from eServicebook Master.

Q3) What to do if there is a spelling mistake for an employee in my district?

A) Follow Tutorial 7.

Q4) What to do if the Date of Birth for an employee in my district is wrong?

A) Follow Tutorial 7.

Q5) What to do if an employee in my district has a wrong posting office mentioned online?

A) Follow Tutorial 7.

Q6) What to do if an employee in my district has a wrong designation mentioned online?

A) Follow Tutorial 7.

Q7) What do I do if an employee has more than one PMIS Code?

A) Follow Tutorial 7.

Q 8) What to do if a BEE0 in my district has been transferred?

A) Follow **Tutorial 7** and update the **DESIGNATION, POSTING** and **ESTABLISHMENT** office of old and new BEEO.

Q9) What to do in case a particular school name is not showing on the portal?

A) Email us the school, block name and your phone number at pmis.dee@gmail.com

Q10) What to do in case a particular school has CLOSED?

A) Email us with the school name and code and block name at pmis.dee@gmail.com

Q11) What to do in case there exists two or more schools of the same name?

A) Email us with all the different school names and codes and block name at pmis.dee@gmail.com

Q12) How do I assign – ESERVICEBOOK CORRECTION role to block PMIS officers?

A) Check **Tutorial 6**

In case of any other problem, please you may whatsapp us or email us at pmis.dee@gmail.com.