

<u>Manav Sampada Tutorials</u> Tutorial 13: Send Servicebook for Verification Employees <u>Contact us @ pmis.dee@gmail.com</u>

ONLY BLOCK PMIS IN-CHARGE CAN SUBMIT SERVICEBOOK FOR VERIFICATION:

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

Step: 2) Login (as taught in Tutorial 1)

Step: 3) Go to:

EserviceBook Master → Verification of eServicebook Master

lization 🕨 EServiceBook Master 🕨 EServiceBook Transaction 🕨 1	Reports/Queries > Transfer/Promotion > My Profile > Nodal Officer >	
FORM1: Employee Personal Information	i Menu	
FORM2: Employee Address Information	Dashboard	
FORM3: Employee Initial Joining Information		
FORM4:Employee Education and Training Information	My Profile	
FORM5: Employee Family Information		
FORM6: Employee Loan Details		
Date of Bir FORM7: Employee Sevice History		
Date of Ret 5 FORM8: Employee Leave Details	ACR APR	
eSalary Co		
Gender : M D FORM10: Employee Old Department Information		
FORM11: Employee Nominee Details	Training Contact	
FORM12: Employee ACR Detail	Detail	
Employee Awards/Medals Detail		
Parent Dep Daily Wager/Contratual Staff Entry		
Verification of eService Book Master	Submit FORMs for Verification iew eService	
Current Department : ELEMENTARY EDUCATION	Verify eService Book Salary Dotoil	
Establishment Office : Hamirpur, BEEO		
Establishment Department : ELEMENTARY EDUCATION		
	Exam Passing Change	
stablishment Department : ELEMENTARY EDUCATION	Exam Passing Change	

Fig (ii): Transactions on Service Books which are not verified

Step 4) In Section-1, type Employees PMIS Code in **Enter Employee Code/ Name** and then click on Search (as shown below)

		CATION				Dashooard
logged As: 10629	- VIJAY RUMAR, BEEO	EServiceBook Transaction	Panorte/Onarias	Transfar/Bromotion	Posted /	Nodal Officer
initialization 🖡	ESCIVICEBOOK Musici .	EServiceBook fraisaction	Reports/Queries .	Transfer/Promotion •	My Plonie •	Notal Officer 🖡
		SUBMIT FORM(S) FOR V	ERIFICATION			
SECTION - 1 : Sele	ct Employee					
Enter Em	ployee Code/Name (minin	ourn 3 Char) (38276	Search	(if already having an Employee	Code)	
First Name			Middle Name (

Step 5) In Section -2:

Officer Office Name/Where Posted: Directorate Ele Edu (NA)

Name Of The Officer: 36921 – Ravinder Chauhan (ELEM)

Department of Elementary Education Himachal Pradesh, Shimla-171001



S5336 - NIRMLA RANK (HEDU) Filling Control of Addition a
36921 - RAVINDER CHAUHAN(ELEM) • Name of the Officer 36921 - RAVINDER CHAUHAN(ELEM) •

And click on Submit (Master) Forms for Verification.