

Manav Sampada Tutorials
Tutorial 14: Correct School-wise Filled Post
Contact us @ pmis.dee@gmail.com

In order to correct school-wise filled posts, the Block Officers need to do the following:

Step: 1) Go to <http://admis.hp.nic.in/genpmis/> 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:

Reports/Queries → PMIS Reports→ Vacancy Position Detail



Step 4)

Select District: Your District

Office Level: Block/High School

Select Office: Your Block Office

Then tick on:

- 1) Check to get list on the basis of Establishment Office OR Uncheck for Posting Office; and
- 2) "Check to Include employee Posting Office alongwith their above selected establishment office"

Department of Elementary Education
Himachal Pradesh, Shimla-171001



The screenshot shows a web browser window displaying the PMS interface. The URL is admis.hp.nic.in/genpms/aspx/pisvacancystatus.aspx. The page header includes the Himachal Pradesh Government logo and the text 'मानव सम्पदा Government of Himachal Pradesh'. Below the header, there is a navigation menu with options like 'Initialization', 'EServiceBook Master', 'EServiceBook Transaction', 'Reports/Queries', 'Transfer/Promotion', and 'My Profile'. The main content area is titled 'Employee Vacancy Position Detail' and contains a form with the following fields:

- Select Department: ELEMENTARY EDUCATION
- Select District: KANGRA
- Select Office Level: Block/High School
- Select Office: Baijnath BEEO (KGR)[DHARAMSHALA, DY.DE(ELEM)] (K...)
- Designation: -ALL-
- Status: Post Filled
- No. of Employee: 0

A 'Submit' button is located at the bottom of the form. The system clock in the bottom right corner shows 9:44 AM on 3/30/2017.

And then press “**Submit**”

Step 5) You will now be able to see a report of school-wise Sanctioned, Filled, Vacant, etc posts.
For now, just check “**Filled Posts**”

You might face three kinds of problems:

- The filled posts number is being shown wrong
- A school is being shown two or more times
- A school from your block is not being shown in this report

Solutions: a) The filled posts number is being shown wrong

a.1) Go to **Reports/Queries**→**Statistical Reports**→**Data Entry Status**

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Sr. No.	Office Name	Designation	Post Sanctioned (Static) A	Post Filled(Auto) B	Post Exceed(Auto) C	District
1	Jamurtpur GPS (Bainjath BEEO /KGR)	Junior Basic Teacher	2	5	3	KANGRA
0		Junior Basic	2	4	2	KANGRA

a.2)

Select Office Level : Middle/Primary School

Generate Report: Without Retirees

Select Office Type: As Per Posting Office

Esst. Offices in District: Your district

And press **Click To Generate Grid**

a.3) Do “Cntrl+F” to find a school whose “Filled Post” number is coming wrong to see which teachers are actually posted there.

Identify the teachers which are extra/missing (you can open their servicebooks from “View eServicebook” option that comes on HomePage – right under the LOGIN button) and ask your Nodal Officer to correct their “Posting” and Establishment Office”

Solutions: b) A school is being shown two or more times

The reason why you can see duplicate schools is because a school with the same spelling might exist another block as well.

- 1) Follow Steps a.1 and a.2 to get a list of all schools in your district.
- 2) Do “Cntrl+F” to find a school which is being shown more than once. Identify which school from this list of schools is not supposed to be in your block.
- 3) Open that school to check the employees posted there. On opening the employee servicebook (through **View eServicebook** Option given on Home Page), you will find that at least one of the employees posted in that block will have ESTABLISHMENT OFFICE as your Block.
- 4) Ask Nodal Officer to make the corrections

Solutions: c) A school from your block is not being shown in this report

- 1) Identify which employee is supposed to be posted in the missing school
- 2) Open their servicebook (through View eServicebook Option given on Home Page)
- 3) Check if their POSTING and ESTABLISHMENT Offices are correct
- 4) If not, ask Nodal Officer to make the correctionsn
- 5) If yes, email the teacher PMIS Code and School which is missing from Vacancy Position
Report to pmis.dee@gmail.com