

Manav Sampada Tutorials

Tutorial 1: Generating a New Employee Code

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 i.e. <u>Manav Sampada-Login</u> Page-hp.nic as shown in Fig(i).



Fig (i): Google Result after typing Manav Sampada



Step: 2)

Manav Sampada Web-Portal is as shown in Fig (ii).



Fig (ii): Himachal Pradesh Manav Sampada Web-Portal

Step: 3)

In the top right corner, there is an Authorised Login Window Fig (iii).

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Fig (iii): Authorised Login Window



- I. Select your Department e.g. for BEEO Department will be Elementary Education.
- II. After this, for Login ID enter PMIS Code (BEEO Code) and Password.
- III. After pressing log-in, dashboard as shown in Fig (iv), will be displayed in your web-browser.

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Fig (iv): Employee Dashboard

Step: 4)

Now to generate a new Employee Code, go to (in top left corner of menu bar, Fig (v)):

Initialization \rightarrow Office Administrator \rightarrow Employee Registration (User Management).

Department of Elementary Education Himachal Pradesh, Shimla-171001



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Fig (v): Generation of New Employee Code

Step: 5)

After clicking on Employee Registration (User Management), following (Fig (vi)) window will be displayed. In this window, click on Employee Generation Code.

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Fig (vi): New Employee Code Generation



Step: 6)

Now fill all the details in the form, Fig (vii). Remember, fields marked as # are mandatory.

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Fig (vii): New Employee Generation Code Form

Some important points:

While filling form as shown in Fig (viii), after selecting Office Level, wait for a few seconds and let the Current Posting Office Details to load on to your form.

	Select Dis	trict or Office Level For Cu	irrent Posting Office List		
District	SHIMLA	× •	Office Level	Middle/Primary School× -	
Current Posting Office	-Select-			× *	#
Current Designation	-SELECT-	× • #	Branch	-Select-	•
Mode of Recruitment	-SELECT-	▼ #	Employee Type	-SELECT-	•

Fig (viii): Entering Current Post Office



- Similarly, while filling Establishment Office Details, after filling Establishment Office Level, you have to wait for a few seconds, to let name of Establishment Offices load on to your form.
- When Establishment Office detail will load, -SELECT- label will be changed to –Select- as shown in Fig (ix) & (x)

	Select District or	Office Level For Cu	rrent Posting Office List		
District	SHIMLA	× •	Office Level	Middle/Primary School×	•
Current Posting Office	Seepur GPS[Kusumpa	atti-II BEEO Offic	e] []	>	< 🕶 🗮
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Establisment District Establisment Office Level	Select District of SHIMLA Block/High School	x •	stablisment Office List		

Fig (ix): Please note (all the alphabets are Capital), –SELECT- in front of Establishment Office- this means Establishment Office detail is not loaded on to the form, so wait for a few seconds.

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	SHIMI A	X T			
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Fig (X): Please note (only S is Capital), -Select- in front of Establishment Office, this means data has been loaded on to the form and now you can choose Establishment Office from the list.



Step: 7)

After completing the form,	click on Generate Employee Code.
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Fig (xi): Complete Employee Code Generation Form

Step: 8)

A new pop-up window will appear, as shown in Fig (xii) saying "Employee having Employee Code: xxxxx Created Successfully." Department of Elementary Education Himachal Pradesh, Shimla-171001



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Fig (xii): Employee having Employee Code: 36985 Created Successfully.

Step: 9)

Please, write down this Employee Code on Manual Service Book of the respective Employee.