

Manav Sampada Tutorials

Tutorial 1: Generating a New Employee Code

Step: 1)

Go to <http://admis.hp.nic.in/genpmis/> or just type Manav Sampada in Google and click on first web link i.e. [Manav Sampada-Login Page-hp.nic](#) as shown in Fig(i).

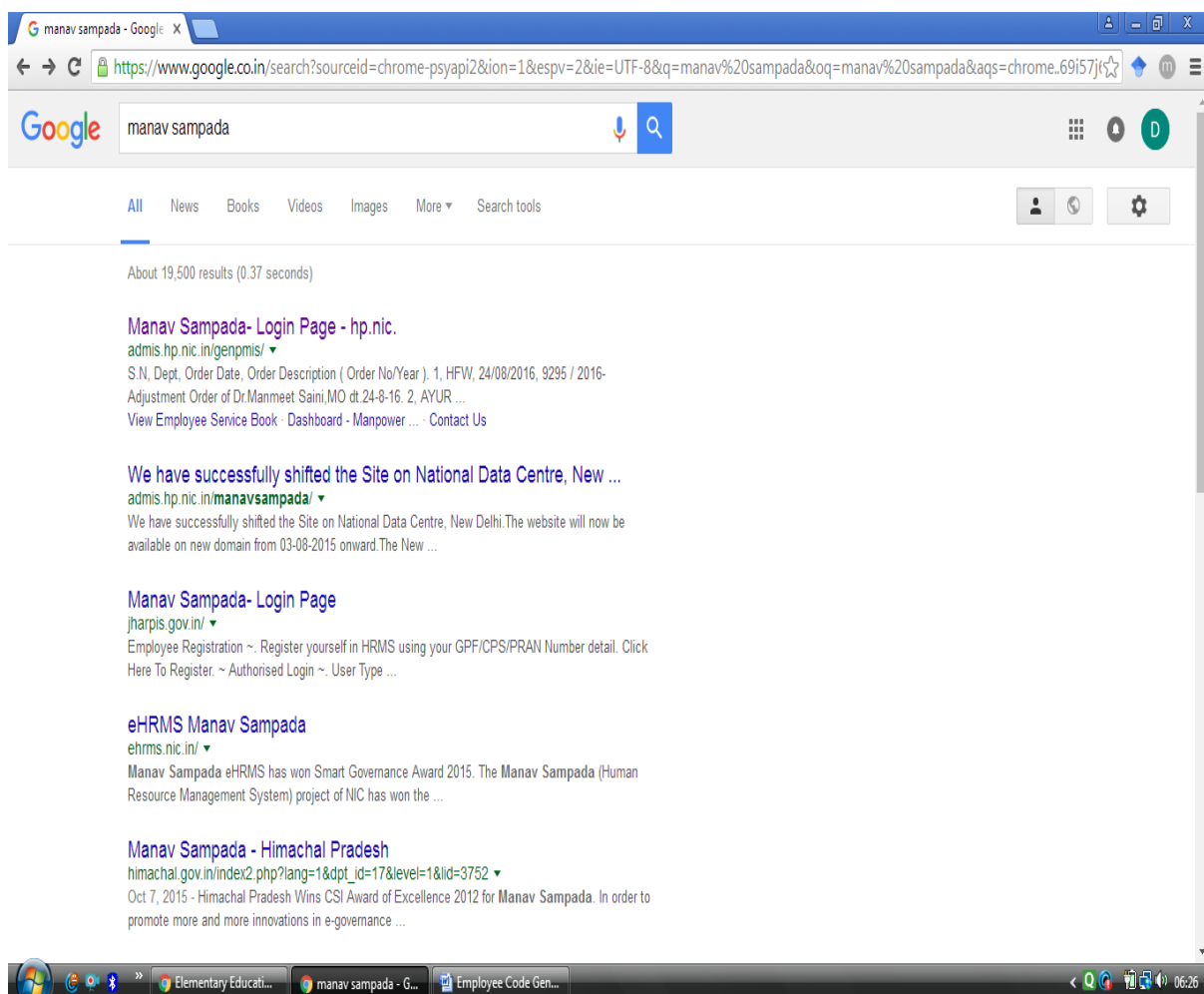


Fig (i): Google Result after typing Manav Sampada

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).

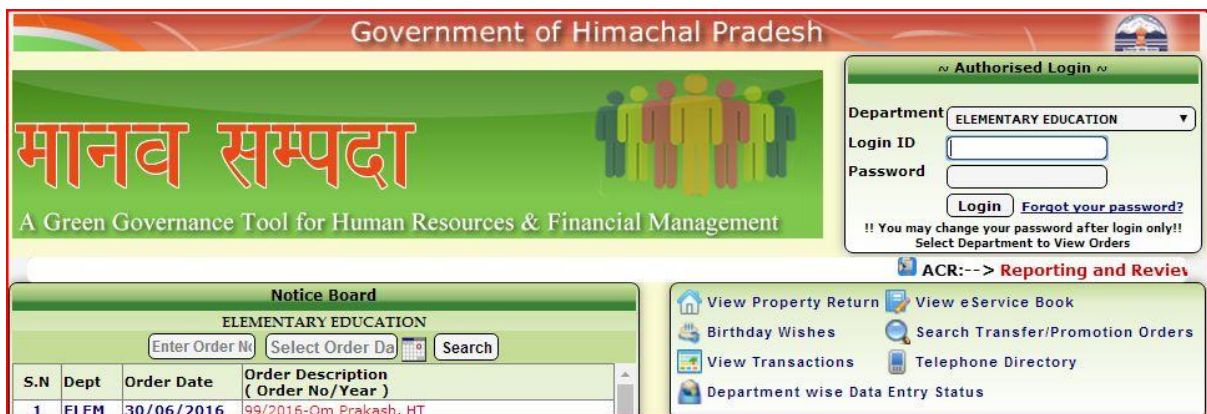


Fig (iii): Authorised Login Window

- 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.



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 → Office Administrator → Employee Registration (User Management).



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.



Fig (vi): New Employee Code Generation

Step: 6)

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

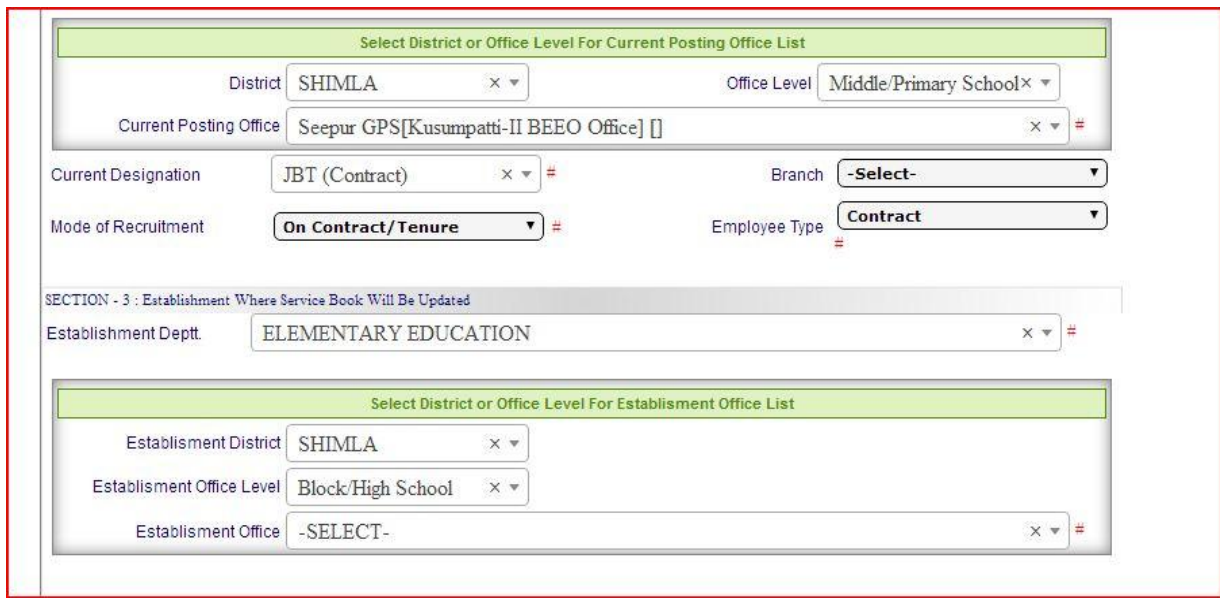
Fig (vii): New Employee Generation Code Form

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.

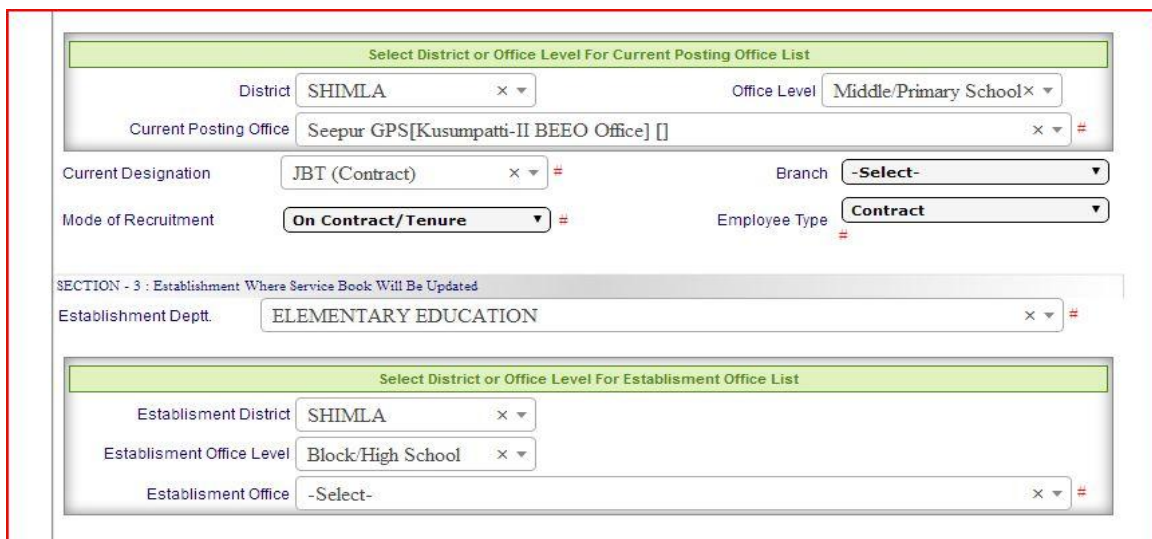
Fig (viii): Entering Current Post Office

- 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)



The screenshot shows a web form for entering employee details. The top section is titled 'Select District or Office Level For Current Posting Office List'. It contains dropdown menus for District (SHIMLA), Office Level (Middle/Primary School), and Current Posting Office (Seepur GPS[Kusumpatti-II BEEO Office]). Below this are fields for Current Designation (JBT (Contract)), Branch (-Select-), Mode of Recruitment (On Contract/Tenure), and Employee Type (Contract). The next section is 'SECTION - 3 : Establishment Where Service Book Will Be Updated', with Establishment Deptt. set to ELEMENTARY EDUCATION. The bottom section is titled 'Select District or Office Level For Establishment Office List'. It contains dropdown menus for Establishment District (SHIMLA), Establishment Office Level (Block/High School), and Establishment Office (-SELECT-).

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.

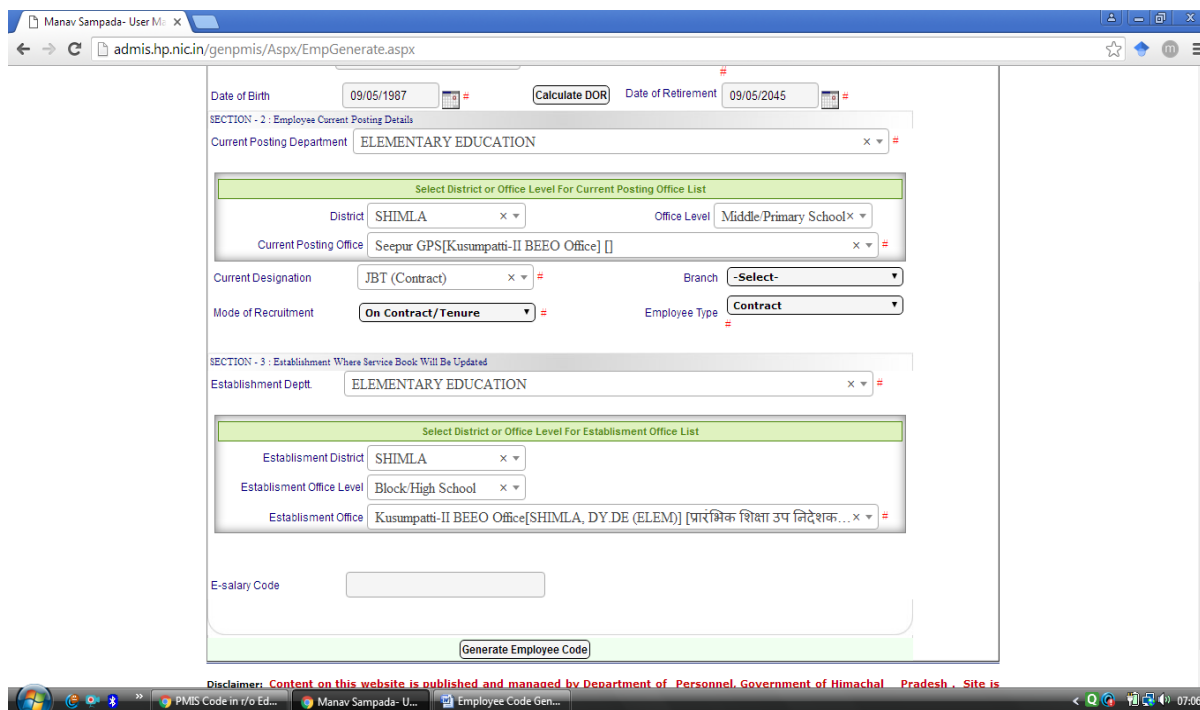


This screenshot is identical to the one above, but the 'Establishment Office' dropdown menu now shows '-Select-' instead of '-SELECT-'. This indicates that the list of establishment offices has been loaded into the form.

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.



The screenshot shows a web browser window with the URL `admis.hp.nic.in/genpmis/Aspx/EmpGenerate.aspx`. The form is titled "SECTION - 2 : Employee Current Posting Details" and "SECTION - 3 : Establishment Where Service Book Will Be Updated".

SECTION - 2 : Employee Current Posting Details

- Date of Birth: 09/05/1987
- Calculate DOR: [button]
- Date of Retirement: 09/05/2045
- Current Posting Department: ELEMENTARY EDUCATION
- Select District or Office Level For Current Posting Office List:
 - District: SHIMLA
 - Office Level: Middle Primary School
 - Current Posting Office: Seepur GPS[Kusumpatti-II BEEO Office]
- Current Designation: JBT (Contract)
- Branch: -Select-
- Mode of Recruitment: On Contract/Tenure
- Employee Type: Contract

SECTION - 3 : Establishment Where Service Book Will Be Updated

- Establishment Deptt: ELEMENTARY EDUCATION
- Select District or Office Level For Establishment Office List:
 - Establishment District: SHIMLA
 - Establishment Office Level: Block/High School
 - Establishment Office: Kusumpatti-II BEEO Office[SHIMLA, DY.DE (ELEM)] [पारंपरिक शिक्षा उप निदेशक...]
- E-salary Code: [input field]
- [button: 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.”

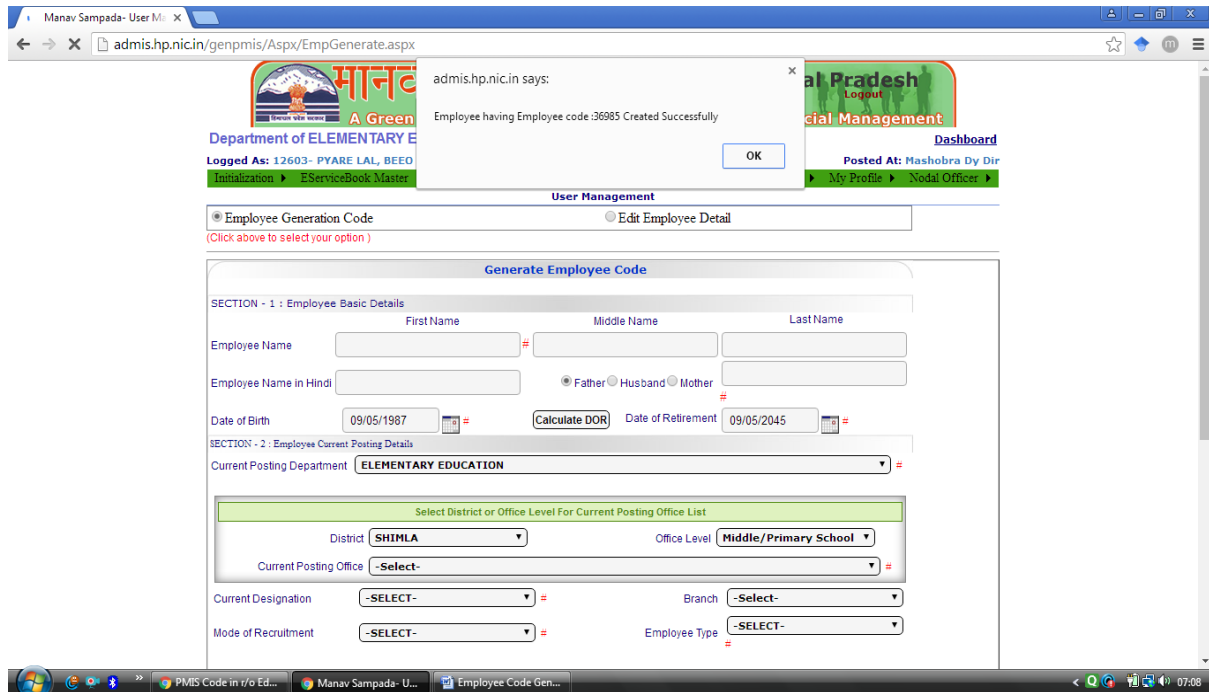


Fig (xii): Employee having Employee Code: 36985 Created Successfully.

Step: 9)

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