

**Manav Sampada Tutorials**  
**Tutorial 11: Generate Online Transfer Orders (District)**  
**Contact us @ [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com)**

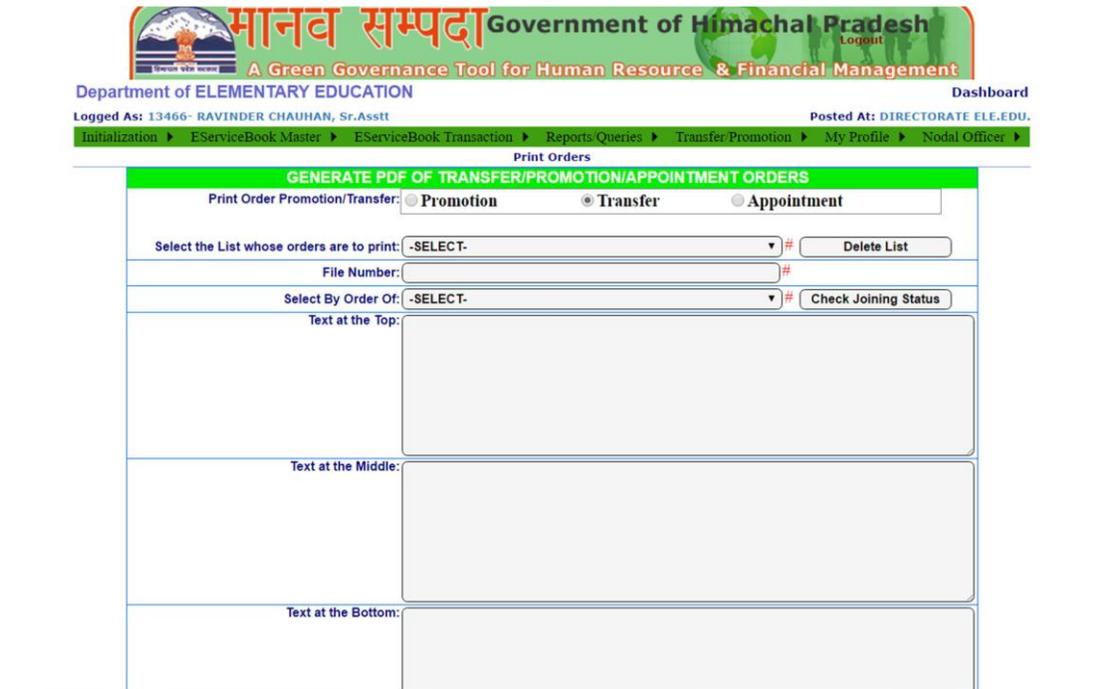
**(1) DISTRICT OFFICERS NEED TO DO THE FOLLOWING ENTRIES:**

- 1) Login to your district's PMIS account
- 2) Now go to 'Transfer/Promotion>Print Transfer/Promotion/Appointment Orders:



The screenshot shows the Manav Sampada web application interface. At the top, there is a header with the logo and text: "मानव सम्पदा Government of Himachal Pradesh A Green Governance Tool for Human Resource & Financial Management". Below the header, it says "Department of ELEMENTARY EDUCATION" and "Dashboard". The user is logged in as "13466- RAVINDER CHAUHAN, Sr.Asstt" and the post is from "DIRECTORATE ELE.EDU.". The navigation menu includes "Initialization", "EServiceBook Master", "EServiceBook Transaction", "Reports/Queries", "Transfer/Promotion", "My Profile", and "Nodal Officer". The "Transfer/Promotion" menu is expanded, showing options like "Draft Transfer List", "Draft Promotion List", "Draft Appointment Orders", "Draft Orders for Cancellation/Termination etc.", "Joining/Relieving-Index Card", "Print Transfer/Promotion/Appointment Orders", "Draft Training Plan", "Check Joining Status", and "View NOC Detail". A "Print Orders" button is visible next to the "Print Transfer/Promotion/Appointment Orders" option. On the left, there is a dropdown menu labeled "Select a List:" with "2011-test sanjay" selected.

- 3) Select 'Transfer':



The screenshot shows the "GENERATE PDF OF TRANSFER/PROMOTION/APPOINTMENT ORDERS" form in the Manav Sampada web application. The header is the same as in the previous screenshot. The user is logged in as "13466- RAVINDER CHAUHAN, Sr.Asstt" and the post is from "DIRECTORATE ELE.EDU.". The navigation menu includes "Initialization", "EServiceBook Master", "EServiceBook Transaction", "Reports/Queries", "Transfer/Promotion", "My Profile", and "Nodal Officer". The "Print Orders" button is visible. The form has a title "GENERATE PDF OF TRANSFER/PROMOTION/APPOINTMENT ORDERS" and a sub-title "Print Orders". It has three radio buttons for "Print Order Promotion/Transfer": "Promotion", "Transfer" (selected), and "Appointment". Below the radio buttons, there is a dropdown menu labeled "Select the List whose orders are to print:" with "-SELECT-" selected and a "Delete List" button. There is a "File Number:" field with a "#" symbol. Below that, there is a dropdown menu labeled "Select By Order Of:" with "-SELECT-" selected and a "Check Joining Status" button. There are three text input fields labeled "Text at the Top:", "Text at the Middle:", and "Text at the Bottom:".

- 4) Under 'Select the list whose orders are to print', select the list that has been transferred by the state to you (you can check the date mentioned on the list for reference)



Department of Elementary Education  
Himachal Pradesh, Shimla-171001

**मानव सम्पदा** Government of Himachal Pradesh  
A Green Governance Tool for Human Resource & Financial Management

Department of ELEMENTARY EDUCATION Dashboard

Logged As: 13466- RAVINDER CHAUHAN, Sr.Asstt Posted At: DIRECTORATE ELE.EDU.

Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶ Nodal Officer ▶

Print Orders

**GENERATE PDF OF TRANSFER/PROMOTION/APPOINTMENT ORDERS**

Print Order Promotion/Transfer:  Promotion  Transfer  Appointment

Select the List whose orders are to print: -SELECT- # Delete List

File Number:	<span style="border: 1px solid black; padding: 2px;">-SELECT-</span>	#
Select By Order Of:	<span style="border: 1px solid black; padding: 2px;">322-2/2011-abc</span>	#
Text at the Top:	<span style="border: 1px solid black; padding: 2px;">11976-5/2014.tes123</span>	# <span style="border: 1px solid black; padding: 2px;">Check Joining Status</span>
	<span style="border: 1px solid black; padding: 2px;">11979-6/2014.05-21</span>	
	<span style="border: 1px solid black; padding: 2px; background-color: #e0f0ff;">21128-101/2016-Transfer Order of District Shimla</span>	

Text at the Middle:

Text at the Bottom:

5) Download, Save and Print State Level Transfer Order

**IMPORTANT:** Before taking any further action, scroll to the bottom and click on “Print State Transfer Order”.

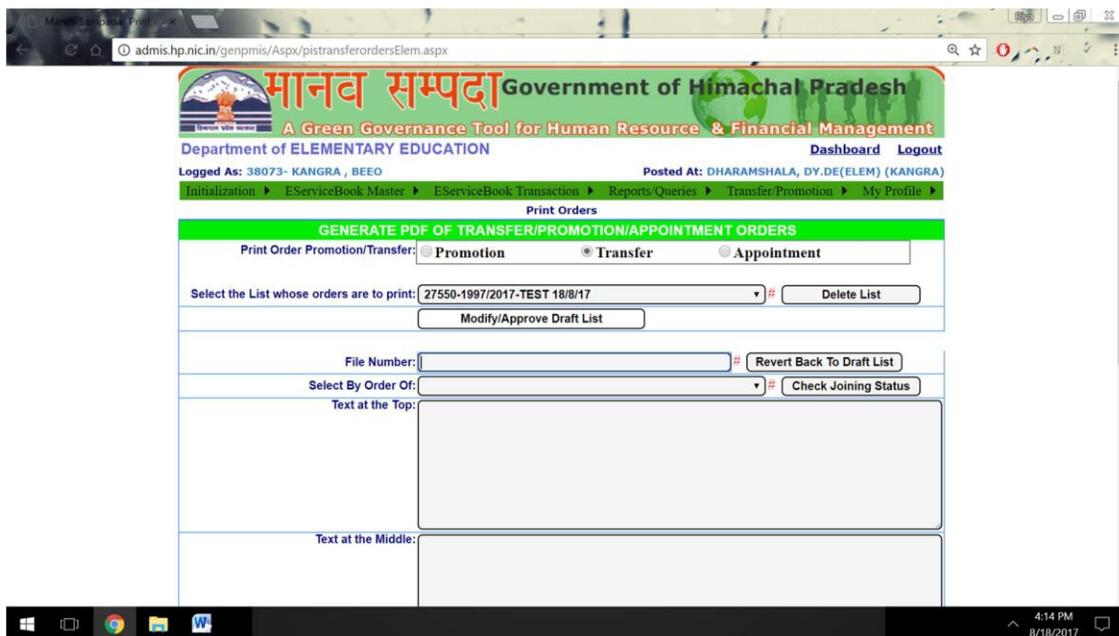
The order will open as a PDF in a pop-up window. (In case it does not open, disable the pop-up blocker on your browser). Download the PDF and save a copy for record-keeping. Also print a hard-copy if needed. The State Level Transfer Order will not be available on the Manav Sampada Portal once the District Level order is published. The District Officer will be held accountable in case a copy of the State Level Order is requested. Thus, the record must be maintained.

Text at the Bottom:		Endst. No. - Even Dated	Shimla 171001	January, 2018
Select Employee whose scanned signature's will be printed in Orders (If you want to print the officer Signature)				
Select Authorised Employee Department:	SELECT AUTHORISED DEPARTMENT			
Enter Authorised Employee PMIS Code	<input type="text"/>	Get Name>>		
Print State Transfer Order		Generate PDF of Orders		

To Upload order, click button 'Click To Publish Orders'. After Publishing order will not be available here and it can be seen/re-printed from Notice Board if required.

Now to proceed with the implementation of the draft transfer list, follow the steps below.

6) Click on “Modify/Approve Draft List”



6) Check the details of each Employee in the transfer order (check for vacancy/stay/PTR, etc.). Select the checkbox next to the Employee Name and click on “Implement” for the employee’s whose transfers you want to implement, or “Refer Back” for the employees whose transfers you want to refer back to the state.

**NOTE:** You must select either the “Implement” or “Refer Back” option for each employee. Without this you will be unable to publish the order.

**GENERATE PDF OF TRANSFER/PROMOTION/APPOINTMENT ORDERS**

Print Order Promotion/Transfer:  Promotion  Transfer  Appointment

Select the List whose orders are to print:  #

**Implement/Refer Back Transfer Employee List**

<input type="checkbox"/> Select All	Employee Name	Transfer From Office	Transfer To Office	From Designation	To Designation	With TTA	With Join Time	State Remarks	District Remarks
<input type="checkbox"/> 39506	DUMMY JBT	Kawar GPCS	Khalana GPS	Junior Basic Teacher	Junior Basic Teacher	Yes	No	STATE REMARKS	<input type="text"/>

7) After performing the above actions on the list, type the File Number/ Order Number of the transfer. Under 'Select by order of', select 'Deputy Director Elementary Education, ...(your district name)'



**Department of Elementary Education  
Himachal Pradesh, Shimla-171001**



Department of ELEMENTARY EDUCATION

Dashboard

Logged As: 13466- RAVINDER CHAUHAN, Sr.Asstt

Posted At: DIRECTORATE ELE.EDU.

Initialization ▶ EServiceBook Master ▶ EServiceBook Transaction ▶ Reports/Queries ▶ Transfer/Promotion ▶ My Profile ▶ Nodal Officer ▶

Print Orders

GENERATE PDF OF TRANSFER/PROMOTION/APPOINTMENT ORDERS	
Print Order Promotion/Transfer:	<input type="radio"/> Promotion <input checked="" type="radio"/> Transfer <input type="radio"/> Appointment
Select the List whose orders are to print:	21128-101/2016-Transfer Order of District Shimla # <input type="button" value="Delete List"/>
File Number:	EDN-H (2) B (6)-1-18/2016 #
Select By Order Of:	-.SELECT- # <input type="button" value="Check Joining Status"/>
Text at the Top:	-SELECT- Director Elementary Education Deputy Director Elementary Education, Bilaspur Deputy Director Elementary Education, Chamba Deputy Director Elementary Education, Dharamsala Deputy Director Elementary Education, Recong Peo Deputy Director Elementary Education, Kullu Deputy Director Elementary Education, Keylong Deputy Director Elementary Education, Kaza Deputy Director Elementary Education, Mandi
Text at the Middle:	Deputy Director Elementary Education, Shimla Deputy Director Elementary Education, Solan Deputy Director Elementary Education, Nahani Deputy Director Elementary Education, Una Deputy Director Elementary Education, Hamirpur
Text at the Bottom:	

8) If there is text that you want to be written before the table which shows the details of employee transferred, write that under 'Text at the Top'.  
For eg: for a transfer order which looks like this-

No. EDN-CHM-(E-IV)-B(6)-7/2014  
ELEMENTARY EDUCATION  
Deputy Director Elementary Education, Chamba,  
District Chamba (HP)  
Office Order  
(Transfer)

Office Order No: 69- 17/09/2014

From:

Deputy Director Elementary  
Education, Chamba,  
District Chamba (HP)

With the prior approval of Govt. as conveyed by the Director of Elementary Education, Himachal Pradesh, Shimla-01, letter No. EDN-H (Ele)-IV-(B)(6)3-4/2010 - Chamba-App Dated 06-09-2014, the following transfer(s)/adjustment(s) are hereby ordered with immediate effect.

S.No.	Emp Id	Emp Name	Date of Birth	From Office Designation	To Office Designation	TTA	Join. Time
1	12403	SHASHI KUMAR	Jul 8 1977	Banhuien GPS (CHAMBA) Junior Basic Teacher	Khwah GPS (CHAMBA) Junior Basic Teacher	No	No
<b>Remarks:</b> Vice Sr. No. 2 in relaxation of ban on transfer.							
2	15378	DHARAM PAL	Apr 3 1971	Khwah GPS (CHAMBA) Junior Basic Teacher	Banhuien GPS (CHAMBA) Junior Basic Teacher	No	No
<b>Remarks:</b> vice Sr. No. 1 and vice-versa in relaxation of ban on transfer.							
3	31690	CHAMAN DUTT	Aug 12 1966	BhadrohNala GPS (CHAMBA) Head Teacher	Lohani GPS (CHAMBA) Head Teacher	No	No
<b>Remarks:</b> against vacancy in relaxation of ban on transfer.							
4	31762	CHAMAN LAL	Apr 6 1970	Phatti GPS (CHAMBA) Head Teacher	BhadrohNala GPS (CHAMBA) Head Teacher	No	No
<b>Remarks:</b> in condonation of short stay if stay is more than two years, against vacancy in relaxation of ban on transfer.							

The date of relieving / joining may be reported to this office immediately.

(By Order)

Deputy Director Elementary Education,  
Chamba,  
District Chamba (HP)

Endst. No. - as above  
Copy is forwarded to the following for information and necessary action please:-  
1. The Director of Ele. Education H.P. Shimla-01.  
2. The BEEO Kiani/Saloni/Garola, Distt. Chamba with the direction that the incumbent working under your Establishment be relieved immediately failing which disciplinary action will be initiated against the defaulter under the rules and also be ensured that there is no court case before relieving/joining the above said official, the joining of incumbent shall be accepted. If the controlling officer does not comply with this procedure, the salary of the surplus incumbent will be drawn from the salary of the controlling officer. It may also be ensured that all other conditions are as per transfer policy. It may also be ensured that all other conditions are as per transfer policy.  
3. Guard File.

(By Order)



Department of Elementary Education  
Himachal Pradesh, Shimla-171001

The 'Text at Top' will be:

With the prior approval of Govt. as conveyed by the Director of Elementary Education, Himachal Pradesh, Shimla-01, letter No. EDN-H (Ele)-IV-(B)(6)3-4/2010 - Chamba-App Dated 06-09-2014, the following transfer(s)/adjustment(s) are hereby ordered with immediate effect.

**(Tip: This text is almost going to be similar for all transfer orders, so save it in a doc file and you can copy paste it every time)**

- 9) Under 'Text at the Bottom', write the Endst. No. and the details of people copied forward to. For the transfer order shown above, the Text at Bottom would have been:

**Endst. No. - as above**

**Copy is forwarded to the following for information and necessary action please:-**

- 1. The Director of Ele. Education H.P. Shimla-01.**
- 2. The BEEO Kiani/Salooni/Garola, Distt. Chamba with the direction that the incumbent working under your Establishment be relieved immediately failing which disciplinary action will be initiated against the defaulter under the rules and also be ensured that there is no court case before relieving/joining the above said official, the joining of incumbent shall be accepted. If the controlling officer does not comply with this procedure, the salary of the surplus incumbent will be drawn from the salary of the controlling officer. It may also be ensured that all other conditions are as per transfer policy. It may also be ensured that all other conditions are as per transfer policy.**
- 3. Guard File.**

**In case of multiple transfers you can keep the bottom note general. For eg:  
The above text could have been instead written as:**

**Endst. No. - as above**

**Copy is forwarded to the following for information and necessary action please:-**

- 1. The Director of Ele. Education H.P. Shimla-01.**
- 2. The BEEO of concerned blocks with the direction that the incumbent working under your Establishment be relieved immediately failing which disciplinary action will be initiated against the defaulter under the rules and also be ensured that there is no court case before relieving/joining the above said official, the joining of incumbent shall be accepted. If the controlling officer does not comply with this procedure, the salary of the surplus incumbent will be drawn from the salary of the controlling officer. It may also be ensured that all other conditions are as per transfer policy. It may also be ensured that all other conditions are as per transfer policy.**
- 3. Guard File.**

**(Tip: This text is going to be similar for all transfer orders, so save it in a doc file and you can copy paste it every time)**

**10) Under Authorized Employee Department and select 'Higher Education' (do not scroll down but start typing the word, it will detect automatically)**

**11) Write the PMIS code of Deputy Director Elementary and click on 'Get Name'. In case their digital signature is not yet uploaded online, follow Tutorial 12**

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.nic.in/genpemis/Aspx/pistransferorders.aspx

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Select By Order Of: Deputy Director Elementary Education, Shimla # Check Joining Status

Text at the Top: test

Text at the Middle: immediately. The date of relieving / joining may be reported to this office

Text at the Bottom: test

Select Employee whose scanned signature's will be printed In Orders (If you want to print the officer Signature)

Select Authorised Employee Department: HIGHER EDUCATION

Enter Authorised Employee PMIS Code: 30677 Get Name>>

Generate PDF of Orders

12) Click on 'Generate PDF of Orders'. A pop-up window will open up. In case it does not, check if your pop-up blocker is on. The District Level Transfer Order will be displayed. You can download and save a copy if needed.

EDN-H (2) B (6)-1-18/2016  
 ELEMENTARY EDUCATION  
 Deputy Director Elementary Education, Shimla,  
 District Shimla(HP)  
**Office Order**  
 (Transfer)

Office Order No: 101-06/10/2016

From:  
 Deputy Director Elementary Education, Shimla,  
 District Shimla(HP)

S.No.	Emp Cd	Emp Name	Date of Birth	From Office Designation	To Office Designation	TTA	Joining
1	10102	SUMITA CHAUHAN	Jun 6 1968	Kalbog GPS (SHIMLA) Centre Head Teacher	Kalbog GPS (SHIMLA) Centre Head Teacher	No	No

Remarks:  
 Text at the Middle: Immediately. The date of relieving / joining may be reported to this office  
 Text at the Bottom:

13) Check the information and if everything is correct, click on 'Click to Publish Order'

Select Employee whose scanned signature's will be printed in Orders (if you want to print the officer Signature)

Select Authorised Employee Department: SELECT AUTHORISED DEPARTMENT

Enter Authorised Employee PMIS Code: 30677 (Get Name>>)

Generate PDF of Orders      Click To Publish Orders

To Upload order, click button 'Click To Publish Orders'. After Publishing order will not be available here and it can be seen/re-printed from Notice Board if required.

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14) The order has now been published. You can view and download the same from the Notice Board on the homepage of the Manav Sampada portal, when you select the department of Elementary Education, without logging in.