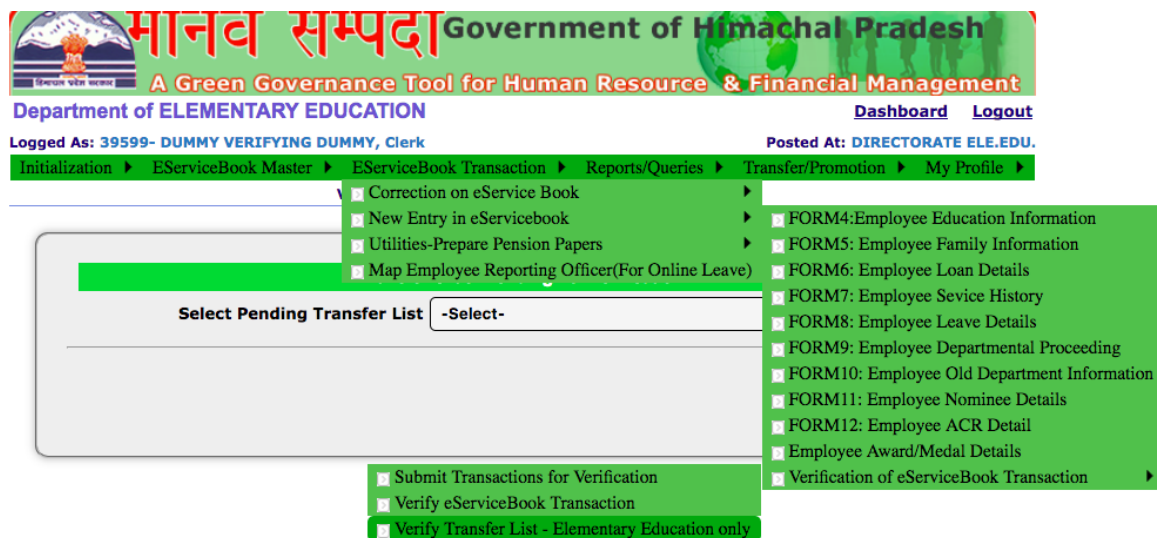


Department of Elementary Education
Himachal Pradesh, Shimla-171001

ManavSampada Tutorials
Tutorial 10: Generate Online Transfer Orders (State)
Contact us @ pmis.dee@gmail.com

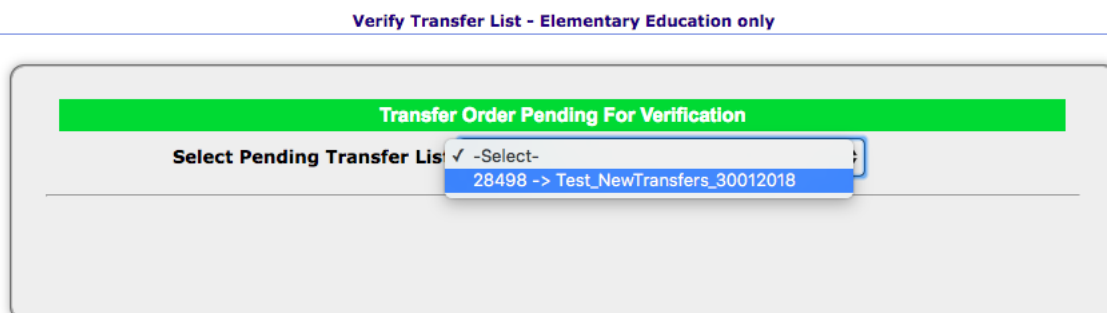
VERIFYING OFFICERS NEED TO DO THE FOLLOWING ENTRIES IN ORDER TO VERIFY A DRAFT TRANSFER LIST:

1. Log into ManavSampada using your PMIS Code and password.
2. Go to EServicebook Transaction > New Entry in EServicebook> Verification of eServicebook Transaction > Verify Transfer List – Elementary Education only



The screenshot shows the Manav Sampada web application interface. At the top, there is a banner for the Government of Himachal Pradesh with the text 'मानव सम्पदा' and 'A Green Governance Tool for Human Resource & Financial Management'. Below the banner, the user is logged in as '39599- DUMMY VERIFYING DUMMY, Clerk' and is viewing the 'EServiceBook Transaction' menu. The 'Verify Transfer List - Elementary Education only' option is highlighted in the left sidebar. The main content area shows a 'Select Pending Transfer List' dropdown menu with '-Select-' selected. A list of forms is displayed on the right side of the screen, including FORM4: Employee Education Information, FORM5: Employee Family Information, FORM6: Employee Loan Details, FORM7: Employee Service History, FORM8: Employee Leave Details, FORM9: Employee Departmental Proceeding, FORM10: Employee Old Department Information, FORM11: Employee Nominee Details, FORM12: Employee ACR Detail, Employee Award/Medal Details, and Verification of eServiceBook Transaction.

3. Select from pending transfer lists – the Draft Transfer List that you want to verify



The screenshot shows the 'Verify Transfer List - Elementary Education only' page. The page title is 'Verify Transfer List - Elementary Education only'. The main content area shows a 'Transfer Order Pending For Verification' section. Below this section, there is a 'Select Pending Transfer List' dropdown menu with '-Select-' selected. A dropdown menu is open, showing the selected item '28498 -> Test_NewTransfers_30012018'.

4. The details filled by State officer in the draft transfer list will be visible in the following format. Check the details filled to determine whether list is to be verified or unverified (in case of any issues).

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


Verify Transfer List - Elementary Education only

Transfer Order Pending For Verification

Select Pending Transfer List

Employee Code -> Name	District	Transfer From Office	Transfer To Office	From Designation	To Designation	Made By	On Date	With TTA	With Join Time	Remarks
39506 -> DUMMY JBT	SHIMLA	Kawar GPCS	Kawali GPS	Junior Basic Teacher	Junior Basic Teacher	39412 -> SANDEEP LOHANSH	31/01/2018	No	No	
39506 -> DUMMY JBT	SHIMLA	Kawar GPCS	Kawali GPS	Junior Basic Teacher	Junior Basic Teacher	39412 -> SANDEEP LOHANSH	31/01/2018	No	No	

5. In case you choose to Verify the list, click on "Verify List". A pop-up window will follow. Click OK. The list has now been sent back to the State Officer so that they can draft the State Level Transfer Order.



Department of ELEMEN
Logged As: 39599- DUMMY V

admis.hp.nic.in says:

List has been Verified Successfully.You can print order from [Print Transfer/ Promotion/Appointment]!

Himachal Pradesh
Educational Management
[Dashboard](#) [Logout](#)
At: DIRECTORATE ELE.EDU.
Transfer/Promotion ▶ My Profile ▶

Verify Transfer List - Elementary Education only

Transfer Order Pending For Verification

Select Pending Transfer List

6. In case you feel some change is needed in the Draft Transfer List and choose to unverify it, click on "Unverify List". A pop-up window will open, where you must enter your reason for Unverifying the list. After entering your reason, click on "Save" in order to complete your action.

Transfer Order Pending For Verification

Select Pending Transfer List 28498 -> Test_NewTransfers_30012018

Submit Reason For the Action

*Reason/Comments

The employee's

Save Cancel

Verify List Un-Verify List

7. **The Unverified list will be returned to the State Officer who will view your remarks and make the necessary changes.**
8. **In case you want to verify a new list, repeat steps 3 to 6.**