

### Manav Sampada Tutorials

#### Tutorial 2: Fill Servicebook Forms for Unverified Employees

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**ONLY BLOCK PMIS IN-CHARGE CAN FILL SERVICEBOOK FORMS:**

**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)** Follow **Tutorial 4** to generate a list of **Verified and Unverified Employees**

**Step: 4)** For **Unverified Employees:** Go to:

**EserviceBook Master** → Click on respective form that you want to update



**Fig (ii): Transactions on Service Books which are not verified**

**Step 4)** To search a particular employee, type his/her PMIS ID in Enter Employee Code/ Name and then click on Search (as shown below)

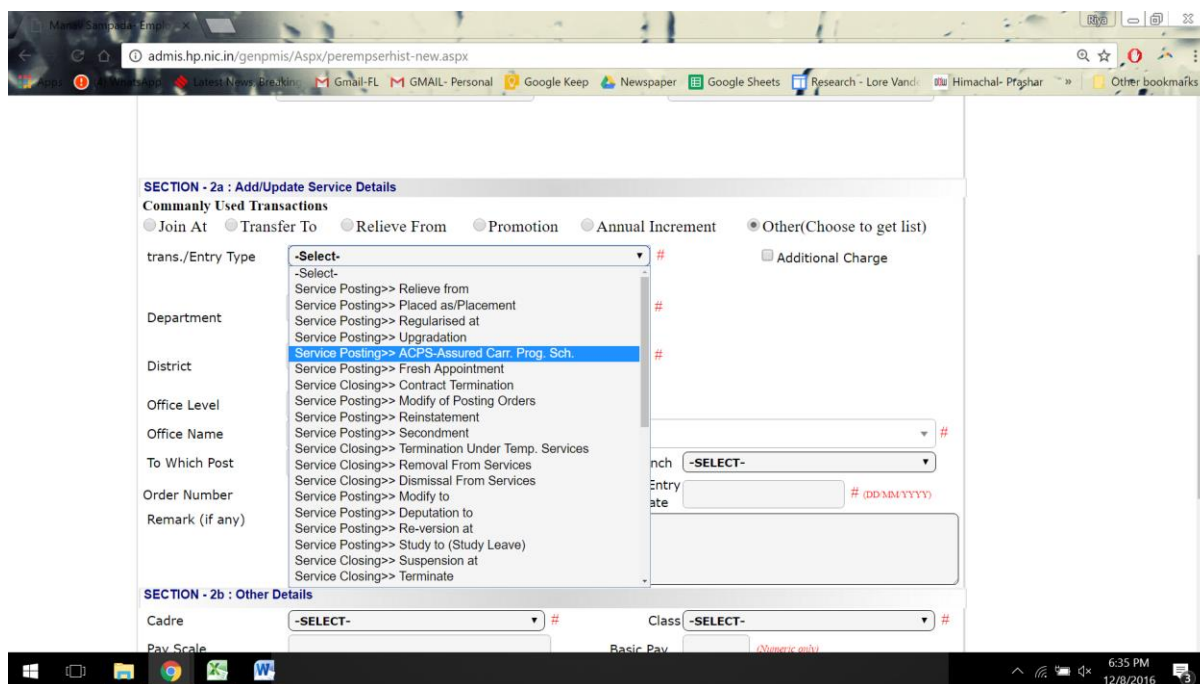


Fill the relevant details and click on **Update**.

## UPDATING FORM 7

FORM 7 will be used for updating all major changes in employee service. For eg. Transfer, Promotion, Retirement, Expiry, Suspension, Reinstatement, etc.

**Step 1)** Open Form 7 as taught above. Select your entry type in **Section 2-a: Commonly Used Transaction**. You can even select on **Other** to choose a detailed list of other transactions



- Select all the fields marked with #
- **Department:** Elementary
- Remember **Office Level** is the Current Posting Office, i.e. Primary/Middle School in case of JBT,HT and CHT
- **Office Name:** School Name
- **To which Post:** Designation
- **Order Number:** The order number against which the entry is being made
- **Trans/Entry Date:** The date on which this entry was implemented. **REMEMBER: the format for date is DD/MM/YYYY**
- **Cadre:** School Cadre
- **Class:** Class III (in case of JBT,HT and CHT)

And then click on **Save**

**Step 2)** Fill all the details which are required in the form. **Remember, fields marked as # are mandatory.**

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**\*\*\*JOINING-RELIEVING (See sample below)\*\*\***

- For unverified employees, past records of joining-relieving will be updated from this form
- While updating past servicebook records, you are only supposed to do
  - JOINING AND RELIEVING ENTRIES FOR PAST TWO SCHOOLS OF SERVICE
  - JOINING OF PRESENT SCHOOL

**Please note that you do not have to make a transfer entry for the same.**

Remark (if any)

SECTION - 2b : Other Details

Cadre  # Class  #

Pay Scale  Basic Pay  (Numeric only)

Next Increment  (DDMMYYYY) Posting Area  Hard  tribal  Sub Cader  None

SECTION - 3 : List Of Employee Service History (Last Three - click button at the Bottom to view complete list)

transaction	Dept	Addl Office	transaction Date	Order Number	To Which Post	Class	Posting Area	Lock
Join at	ELEM	Amlehar GPS : Amlehar GPS	08/11/2015	12	Headmaster	Class III	None	Z <a href="#">Select</a>
Relieve from	ELEM	Amb Gahra GPS : Amb Gahra GPS	07/11/2015	12345678	Headmaster	Class III	None	Z <a href="#">Select</a>
Join at	ELEM	Amb Gahra GPS : Amb Gahra GPS	02/06/2015	123	Headmaster	Class III	None	Z <a href="#">Select</a>
Relieve from	ELEM	Ambota GPS : Ambota GPS	01/06/2015	ABC	Headmaster	Class III	None	Z <a href="#">Select</a>
Join at	ELEM	Ambota GPS : Ambota GPS	12/12/2014	12345	Headmaster	Class III	None	Z <a href="#">Select</a>

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