

Manav Sampada Tutorials
Tutorial 20: Update e-salary code (Blocks/Schools)
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THE BEEO's/HEAD TEACHER/PRINCIPAL OFFICERS TO DO UPDATION OF e-SALARY CODE NEED THE FOLLOWING STEPS:

- 1) Login to your BEEO's/HEAD TEACHER/PRINCIPAL/TEACHER PMIS account, from data entry role



The screenshot shows the login interface for the Manav Sampada E-Tool. The page is titled "मानव संपदा" and "कार्मिक विभाग हिमाचल प्रदेश". The main heading is "मानव संपदा Government of Himachal Pradesh". Below the heading, there is a navigation bar with links for Contact Us, About Manav Sampada, Dashboard, GIS Reports, Nodal officer, New Features | FAQ, and Notifications. The main content area features a large banner for "MANAV SAMPADA E-TOOL FOR HUMAN RESOURCE MANAGEMENT". Below the banner, there is a section for "ELEMNTARY EDUCATION" with a search bar and a table of orders. The table has columns for Sr. No., Dept, Order Date, and Order Description. The orders listed are:

Sr. No.	Dept	Order Date	Order Description (Order No/Year)
1	ELEM	19/07/2019	3123/2019-Bilaspur transfer orders on dated 27.06.2019
2	ELEM	19/07/2019	3109/2019-transfer orders on dated 22.06.2019 Bilaspur
3	ELEM	06/07/2019	3134/2019-order as on 29.06.2019 Kgr
4	ELEM	04/07/2019	3136/2019-order as on 29.06.2019 Hmr
5	ELEM	02/07/2019	3127/2019-Bilaspur orders on dated 26.06.2019 B
6	ELEM	02/07/2019	3112/2019-transfer order of Distt Kangra as on 22.06.2019
7	ELEM	02/07/2019	3122/2019-transfers dated 26.06.2019 Kangra
8	ELEM	01/07/2019	3133/2019-Shimia 29-06-2019

Below the table, there is a "Login" button and a "Forgot your password?" link. The login form includes fields for Department (selected as ELEMNTARY EDUCATION), Login ID (37900), Password, and a CAPTCHA question "8 + 6 = 14". The page also features a "Notice Board" section and a "Authorized Login" section. The bottom of the page shows a Windows taskbar with the date and time "11:48 AM 8/30/2019".

2) Go to My Profile tab

The screenshot shows the 'My Profile' tab of the Government of Himachal Pradesh Employee Dashboard. The dashboard is titled 'मानव सम्पदा Government of Himachal Pradesh' and 'Department of ELEMENTARY EDUCATION'. The user is logged in as 'DUMRY BEEO, BEEO' from the 'Dadra Kewar BEEO Office'. The dashboard includes a navigation menu with options like 'EServiceBook Master', 'EServiceBook Transaction', 'Reports/Queries', 'Transfer/Promotion', and 'My Profile'. The 'My Profile' section is expanded, showing a list of options: 'View eServicebook (Checklist)', 'Online Leave Form Management', 'Send Governance related to Wages Salary Emoluments', 'Update Property Details', 'Send PMSIS Governance to NIC - Application Devs', 'Update Contact Details', 'Update Contact Details', 'Update Contact Details', 'Upload ACR - Generated for all dept', 'View Salary Biometric Attendance Detail', 'File Your Nomination for MCT Election (Health)', 'Cast Your Vote for MCT Election (Health)', 'Upload ACR - Medical Teaching Staff (Health Dept)', 'Upload Departmental Exam Pending Detail', 'Update Password', 'Submit NOC Detail', 'View NOC Received Detail', 'Submit Nominations For HIPA Training', 'Filing (File Diary)', 'Apply for HIPA Departmental Exam', 'View Manual ACR', and 'Course Management- Add/Modify For HIPA Training'. Below the navigation menu, there are several informational boxes: 'Personal Information' (Name: DUMRY BEEO, Date of Birth: 05 Oct 1999, Date of Retirement: 05 Oct 2057, Salary Code: 1701-10000, Next Increment: N.A., Employee Type: Regular, Designation: BEEO), 'Address Information', 'Salary Detail', 'Leave Detail', 'Pension/NPS Calculation Criteria', 'Estimated Pension As On 30/08/2019', and 'Service Book Data Updation'.

3) Click on drop down button on Update Contact Details.

The screenshot shows the 'Update Employee Contact Details' form on the Government of Himachal Pradesh Employee Dashboard. The form is titled 'UPDATE EMPLOYEE CONTACT DETAILS' and includes a search bar for the employee code. The form fields are: Department (ELEMENTARY EDUCATION), First Name (DUMRY), Last Name (BEEO), Middle Name, Date of Birth (05/10/1999), Phone Number (with STD Code), Mobile Number (Don't Prefix 0 or +91) (9418913466), e-mail Address, Permanent Contact Details (Phone Number (with STD Code)), Other Contact Details (Departmental employee code (123), Bank Account No. (32000437604), PAN No. (ARCE7604Z), e-Salary Code (1701-10000), Employee Photo (Choose File, No file chosen, upload image of max 30 kB), and an 'Update Details' button. A disclaimer at the bottom states: 'Disclaimer: Content on this website is published and managed by Department of Personnel, Government of Himachal Pradesh. Site is designed by NIC State Centre, Himachal Pradesh.'

4) Enter Employee Code and click on search button

The screenshot shows a web browser window with the URL genpms.hp.nic.in/asp/UpdateContactDetails.aspx. The page header includes the Government of Himachal Pradesh logo and navigation links like 'Dashboard' and 'Logout'. The main content area is titled 'UPDATE EMPLOYEE CONTACT DETAILS' and contains a form with the following fields: Department (ELEMENARY EDUCATION), Enter Employee Code (13510), Search button, First Name (VINOD), Middle Name (KUMAR), Last Name (CHAURHAN), and Date of Birth (23/02/1973). Below these are sections for Present Contact Details, Permanent Contact Details, and Other Contact Details, each with input fields for phone numbers, email addresses, and codes. The 'e-Salary Code' field is currently empty. The 'Update Details' button is visible at the bottom of the form.

5) Enter valid e-salary Code carefully and click on Update Details

This screenshot shows the same 'UPDATE EMPLOYEE CONTACT DETAILS' form as in the previous step. The 'e-Salary Code' field is now filled with '001-80000'. The 'Update Details' button at the bottom of the form is highlighted, indicating the next step in the process.

6) By clicking on Update details “ Record has been Updated Successfully”