



Manav Sampada Tutorials
Tutorial 21: Promotion and Retirement (Block)
Contact us @ pmis.dee@gmail.com

THE BEEO's TO DO Promotion and Retirement (Block) NEED THE FOLLOWING STEPS:

1) Login to your BEEO's PMIS account through Data Entry Role.

The screenshot shows the Manav Sampada web portal for Elementary Education. The page features a navigation menu with options like Home, IT, A, A, A, and Download App. The main content area includes a banner for the eHRMS Mobile App and a Notice Board section. The Notice Board displays a table of orders for Elementary Education, with columns for Sr. No., Dept, Order Date, and Order Description. The table contains 8 rows of data. To the right of the Notice Board is an Authorized Login form with fields for Department, Login ID, Password, and an Expression Result field. The Department is set to ELEMENTARY EDUCATION, the Login ID is 37900, and the Password is masked. The Expression Result field shows a math problem: $6 + 0 = 6$. A Login button and a Forgot your password? link are also visible.

Sr. No.	Dept	Order Date	Order Description (Order No./Year)
1	ELEM	03/09/2019	3140/2019-transfer orders dated 27.7.19 Kangra
2	ELEM	03/09/2019	3110/2019-order as on 22.06.2019 UNA
3	ELEM	02/09/2019	3125/2019-orders as on 27.06.2019 Una
4	ELEM	19/07/2019	3123/2019-Bilaspur transfer orders on dated 27.06.2019
5	ELEM	19/07/2019	3109/2019-transfer orders on dated 22.06.2019 Bilaspur
6	ELEM	06/07/2019	3134/2019-order as on 29.06.2019 Kgr
7	ELEM	04/07/2019	3136/2019-order as on 29.06.2019 Hmr
8	ELEM	02/07/2019	3127/2019-Bilaspur orders on dated 26.06.2019

2) Go to E-serviceBook Master – FORM 7

3) Enter Employee code and go to search button

मानव सम्पदा Government of Himachal Pradesh
 A Green Governance Tool for Human Resource & Financial Management
 Department of ELEMENTARY EDUCATION
 Logged As: 37900-DODRA KEWAR BEO, BEO
 Establishment At: SHIMLA, DY,DE (ELEM)
 Posted At: Dodra Kewar BEO Office
 PMIS Role: Establishment Data Entry

EMPLOYEE HISTORY SHEET

Previous Form Next Form

SECTION - 1 : Select Employee # fields are mandatory

Enter Employee Code/Name : (minimum 2 Char) 13510 # [Reset] [Check Employee Lock/Unlock Status]

First Name : VINOD Middle Name : KUMAR
 Last Name : CHAUHAN Date of Birth : 23/02/1973

SECTION - 2a : Add/Update Service Details

Commonly Used Transactions

Join At Relieve From Transfer To Promotion Annual Increment Other(Choose to get list)
 Additional Charge

Department : ELEMENTARY EDUCATION x #
 District : -SELECT- x #
 Office Level : -SELECT- x #
 Office Name : x #
 To Which Post : Junior Basic Teacher x # Current Designation
 Branch : -SELECT- x #
 Order Number : x # Trans./Entry Date : x # (DD/MM/YYYY)

Remarks (if any):

SECTION - 2b : Other Details

Cadre : -SELECT- x # Class : -SELECT- x #

- 4) Click on promotion radio option
- 5) Select Department, District, Office Level , Office Name
- 6) To which post – select Head Teacher

SECTION - 1 : Select Employee

Enter Employee Code/Name : (minimum 2 Char) 13510 # [Reset] [Check Employee Lock/Unlock Status]

First Name : VINOD Middle Name : KUMAR
 Last Name : CHAUHAN Date of Birth : 23/02/1973

SECTION - 2a : Add/Update Service Details

Commonly Used Transactions

Join At Relieve From Transfer To Promotion Annual Increment Other(Choose to get list)
 Additional Charge

Department : ELEMENTARY EDUCATION x #
 District : SHIMLA x #
 Office Level : Middle/Primary School x #
 Office Name : Alawang GPS[Kotkhai BEO Office] x #
 To Which Post : Head Teacher x # Current Designation
 Branch : -SELECT- x #
 Order Number : No-EDN-H-4(1) # Trans./Entry Date : 16/11/2019 # (DD/MM/YYYY)

Remarks (if any):

SECTION - 2b : Other Details

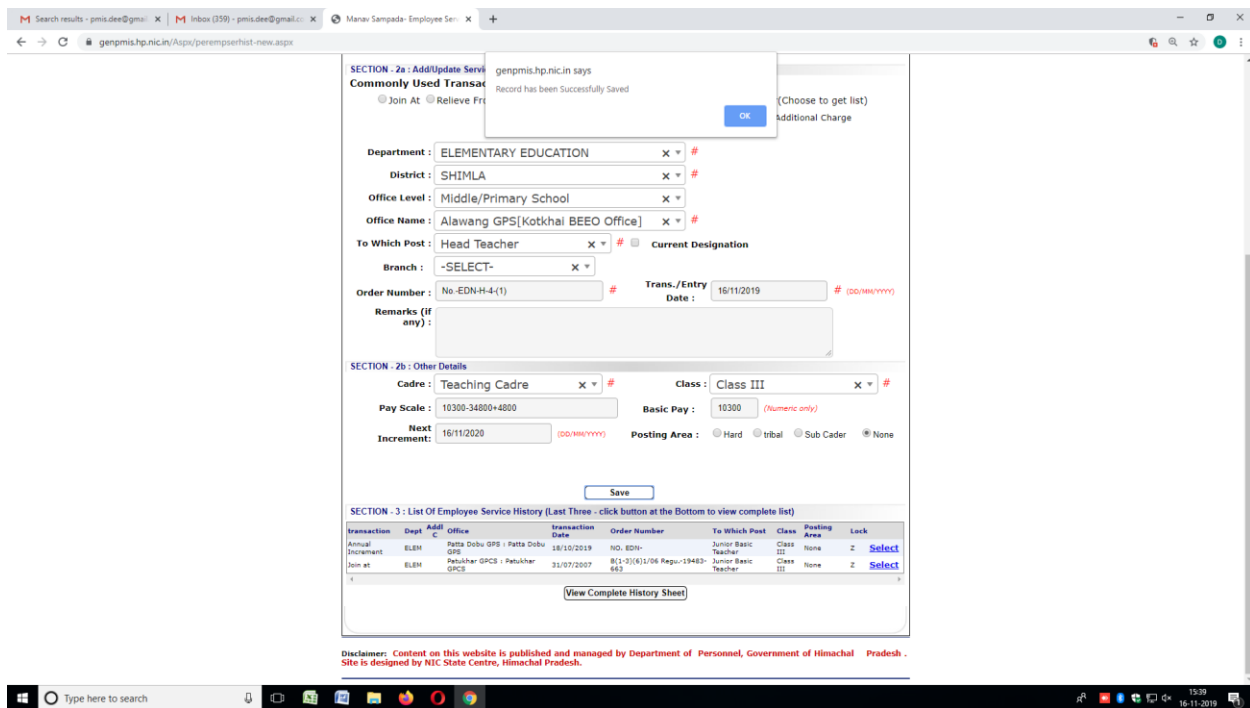
Cadre : Teaching Cadre x # Class : Class III x #
 Pay Scale : 10300-34800+4800 Basic Pay : 10300 (Numeric only)
 Next Increment : 16/11/2020 (DD/MM/YYYY) Posting Area : Hard Tribal Sub Cader None

[Save]

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

Transaction	Dept	Office	Transaction Date	Order Number	To Which Post	Class	Posting Area	Lock
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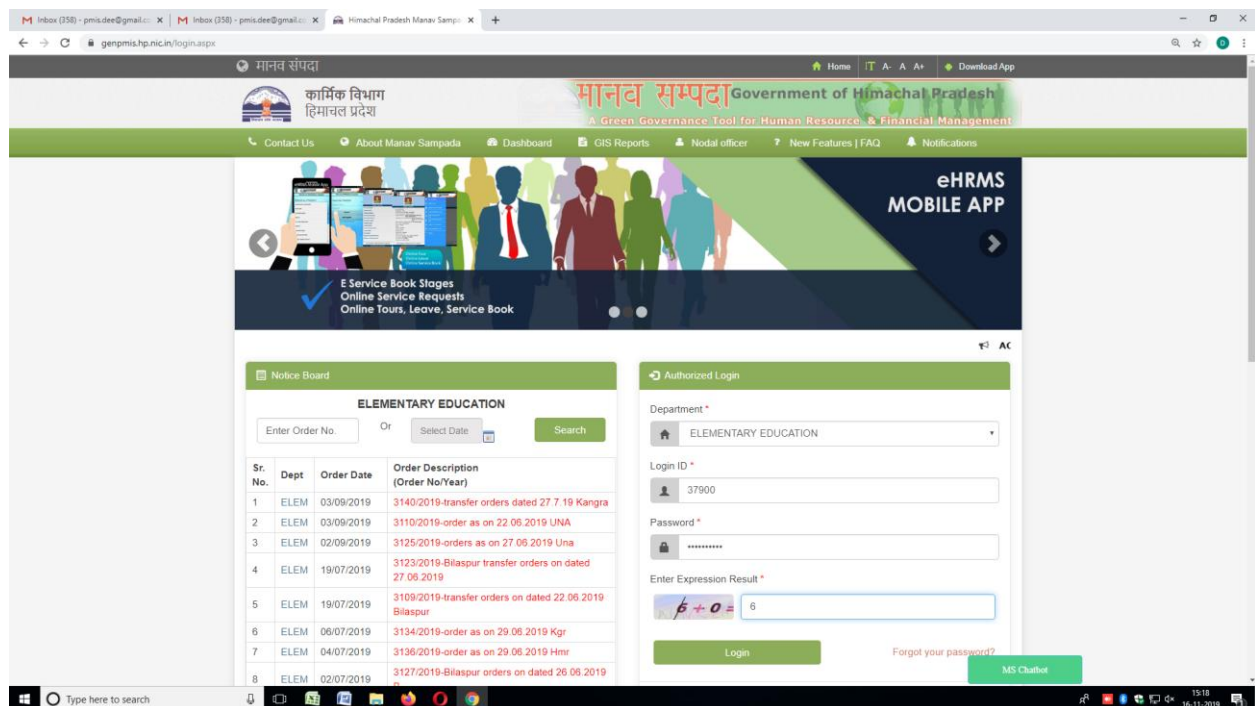
- 7) Type the exact Pay scale and Basic Pay of Head Teacher and click on Save button a message will appear record has been successfully saved.



Retirement

THE BEEO's TO DO Promotion and Retirement (Block) NEED THE FOLLOWING STEPS:

1) Login to your BEEO's PMIS account through Data Entry Role.



2) Go to E-serviceBook Master – FORM 7

3) Enter Employee code and go to search button

Browser tabs: Inbox (358) - pmis.dee@gmail.com, Inbox (358) - pmis.dee@gmail.com, Manav Sampada - Employee Ser...

URL: genpmis.hp.nic.in/Aspx/perempserhist-new.aspx

मानव सम्पदा Government of Himachal Pradesh
A Green Governance Tool for Human Resource & Financial Management
Department of ELEMENTARY EDUCATION
Dashboard Logout
Logged As: 37900 - DODRA KEWAR BEEO, BEEO Posted At: Dodra Kewar BEEO Office
Establishment At: SHIMLA, DY,DE (ELEM) PMIS Role: Establishment Data Entry

Navigation: Initialization | EServiceBook Master | EServiceBook Transaction | Reports/Queries | Transfer/Promotion | My Profile

FORM: Employee Service History

EMPLOYEE HISTORY SHEET

Previous Form Next Form # fields are mandatory

SECTION - 1 : Select Employee

Enter Employee Code/Name : (minimum 3 Char) 13510 # [Reset] [Check Employee Lock/Unlock Status]

First Name : VINOD Middle Name : KUMAR
Last Name : CHAUHAN Date of Birth : 23/02/1973

SECTION - 2a : Add/Update Service Details

Commonly Used Transactions

Join At Relieve From Transfer To Promotion Annual Increment Other(Choose to get list)
 Additional Charge

Department : ELEMENTARY EDUCATION x #
District : -SELECT- x #
Office Level : -SELECT- x #
Office Name : #
To Which Post : Junior Basic Teacher x # Current Designation
Branch : -SELECT- x #
Order Number : # Trans./Entry Date : # (DD/MM/YYYY)
Remarks (if any) :

SECTION - 2b : Other Details

Cadre : -SELECT- x # Class : -SELECT- x #

Windows taskbar: Type here to search, 15:22 16-11-2019

4) Go to 'other' radio tab and select Retirement and do the rest entries as done in 'Promotion' tutorial.