

ManavSampada Tutorials
Tutorial 3: Fill Servicebook Forms (Verified 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 **ManavSampada** 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 **Verified Employees**: Go to:

EserviceBookTransaction→**New Entry in Servicebook**→**Click on respective form that you want to update**



Step 4) To search a particular employee, type his/her PMIS ID in Enter Employee Code/ Name and then click on **Search** (You can also click on "CHECK EMPLOYEE LOCK/UNLOCK STATUS" to check whether they are verified or unverified)



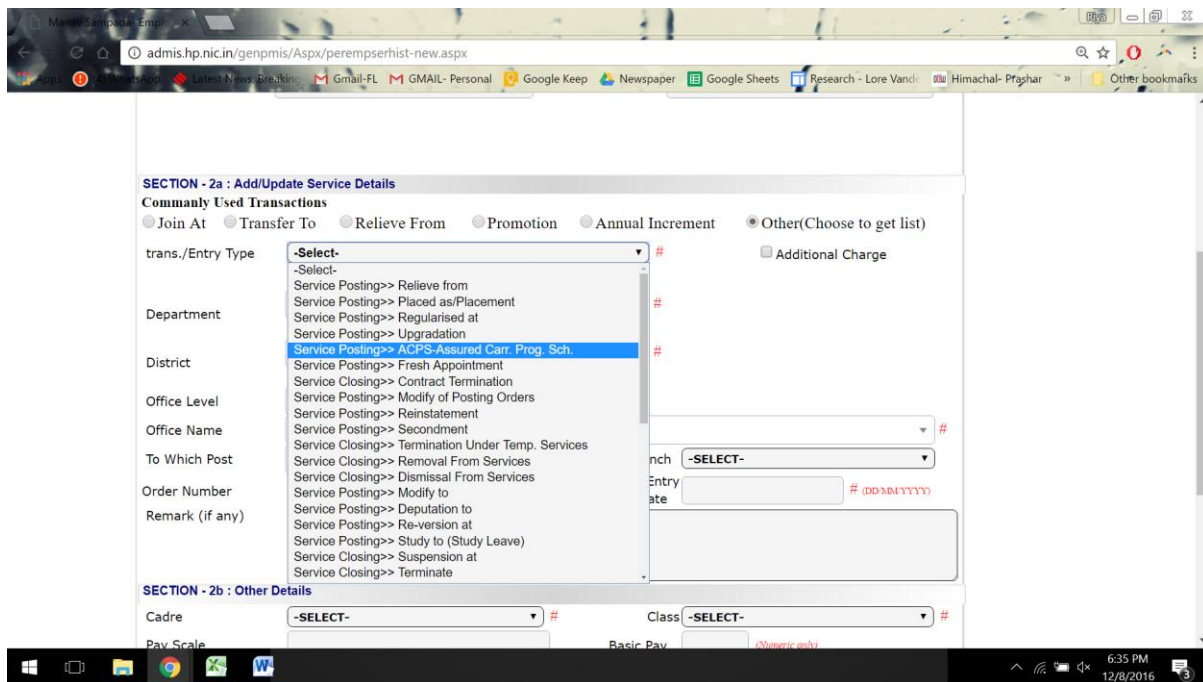
Fill the relevant details and click on **Update**.

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.

PLEASE NOTE THAT FOR VERIFIED EMPLOYEES, JOINING RELIEVING WOULD TAKE PLACE FROM JOINING-RELIEVING INDEX CARD. PLEASE FOLLOW TUTORIAL 5 FOR THE STEPS

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.**