

Manav Sampada Tutorials
Tutorial 4: List of Verified-Unverified Employees
Contact us @ pmis.dee@gmail.com

FOR BLOCK PMIS IN-CHARGE:

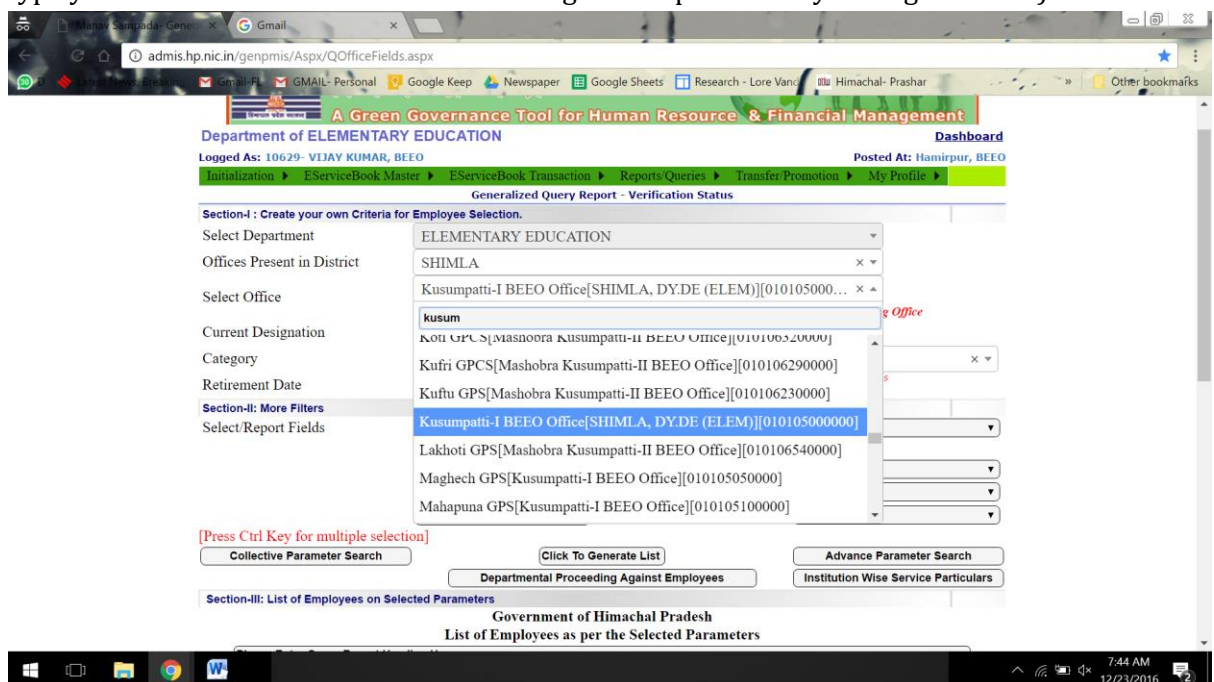
Step: 1) Go to <http://admis.hp.nic.in/genpmis/> or just type **Manav Sampada** in Google and click on first web link.

Step: 2) Login (as taught in **Tutorial 1**)

Step: 3) Go to **Reports/Queries**→**PMIS Queries**→**Generalized Query Report - Verification Status**

Step: 4) Select the following (as shown in the image below):

- **Office Present in District:** *Your District*
- **Select Office:** *Your BEEO Office* (in case you are unable to find your BEEO office, just type your block name and then search amongst the alphabetically arranged offices)



- **Make sure and click on the checkbox for 'Check to get list of employee on the basis of Establishment Office or uncheck for Posting Office'**
- **And then click on 'Click to Generate List'**

Department of Elementary Education Himachal Pradesh, Shimla-171001



admis.hp.nic.in/genpmis/Aspx/QOfficeFields.aspx

मानव सम्पदा Government of Himachal Pradesh
A Green Governance Tool for Human Resource & Financial Management

Department of ELEMENTARY EDUCATION

Logged As: 36921- RAVINDER CHAUHAN, Sr.Asstt Posted At: Chairh GPCS

Generalized Query Report - Verification Status

Section-I: Create your own Criteria for Employee Selection.

Select Department: ELEMENTARY EDUCATION

Offices Present in District: SHIMLA

Select Office: Theog BEEO Office[SHIMLA, DY.DE (ELEM)]|010104000000

Current Designation: -Select-

Category: -Select- Home District: -Select-

Retirement Date: 08/12/2016

Section-II: More Filters

Select Report Fields: Casto, Category, Home District, Home Town, Designation, Increment Date, Address

Recruitment Mode: Select

Gazetted/ Non-gazetted?: Select

Employee Type: -SELECT-

PF Type: Select

[Press Ctrl Key for multiple selection]

Collective Parameter Search

Click To Generate List

Advance Parameter Search

Step: 5) Scroll down to see the list that gets generated (see image below):

admis.hp.nic.in/genpmis/Aspx/QOfficeFields.aspx

List of Employees as per the Selected Parameters

Please Enter Query Report Heading Here

Query Parameter Results

Sort By: Code Ascending Order

Sr No	Code	Name	Father/Husband Name	Gender	Birth Date	Verified	Joining Date
1	10115	ASHA DEVI JUSTA	SH. KESHW NAND JUSTA	Female	16/11/1953	Yes	14/03/1973
2	10136	AMAR SINGH VERMA	SH. KEWAL RAM VERMA	Male	30/10/1963	Yes	25/04/1988
3	10138	BHAGATI SHARMA	SH. DEV PARKESH SHARMA	Female	15/01/1967	Yes	03/02/2011
4	10139	PREM SINGH VERMA	SH. SAMTU RAM VERMA	Male	19/11/1965	No	25/04/1988
5	10140	RAM SWAROOP SHARMA	SH. BABU RAM	Male	15/05/1968	Yes	25/03/1988
6	10141	SATYA DEVI THAKUR	SH. BANSI RAM THAKUR	NA	24/07/1963	Yes	28/05/1987
7	10142	SAVITRI DEVI	LATE SH. KESHAV RAM SHARMA	Male	07/06/1957	Yes	25/10/1985
8	10146	DEVINDER PRAKASH SHARMA	SH. LAIQ RAM SHARMA	Male	15/02/1966	Yes	21/04/1989
9	10147	RAKESH SHARMA	SH. ATMA RAM SHARMA	Male	28/10/1969	Yes	22/07/1989
10	10151	UMA NAND SHARMA	SH. JALMU RAM	Male	14/09/1963	Yes	25/03/1988
11	10153	LEKH RAM SHARMA	SH. LACCHI RAM	Male	12/03/1967	Yes	24/04/1995
12	10154	SURINDER SINGH THAKUR	SH. CHET RAM	Male	02/12/1970	Yes	24/04/1995
13	10155	KRISHNA KUMARI	SH. LAGNU RAM	Female	17/06/1972	Yes	13/03/1995
14	10156	SHYAM SINGH	LATE SH. AMAR SINGH	Male	02/10/1972	Yes	02/03/1995
15	10157	PRAGYA DEVI	SH. DEVKI NAND NIRMAL	Female	07/09/1973	Yes	04/03/1995
16	10159	SUNITA DEVI SHARMA	SH. NARAYAN DUTT SHARMA	Female	22/01/1973	Yes	24/04/1995
17	10160	SUNITA DEVI CHANDEL	SH. MADAN SINGH CHANDEL	Female	19/10/1971	Yes	01/03/1995
18	10161	MADHU BALA	SH. CHANDAN SINGH JOGI	Female	22/03/1966	Yes	02/05/1989
19	10162	INDU KASHYAP	SH. RAJINDER SINGH KASHYAP	Female	02/10/1969	Yes	06/03/1995
20	10165	SANJEEV KUMAR SHARMA	SH. JALMU RAM	Male	11/11/1970	Yes	17/04/1995
21	10166	KEDAR SINGH CHANDEL	LATE SH. MADAN SINGH	Male	14/11/1968	Yes	01/03/1995
22	10168	RAMESH CHAND VERMA	SH. JEET RAM	Male	01/07/1970	Yes	24/04/1995
23	10169	SURINDER SHARMA	SH. BHAJNA NAND SHARMA	Male	21/08/1968	Yes	01/03/1995
24	10171	PAWAN KUMAR BHARDWAJ	SH. KULA NAND	Male	13/05/1971	Yes	01/03/1995
25	10178	RAJESH KUMAR BHARDWAJ	SH. CHET RAM BHARDWAJ	Male	10/05/1970	Yes	17/04/1995
26	10185	GIRDHARI LAL SHARMA	SH. HIRA NAND SHARMA	Male	08/03/1967	Yes	21/05/1992
27	10254	RATTAN MALA GUPTA	SH. C.L GUPTA	Female	10/06/1960	Yes	19/10/1985
28	10267	SANJAY KUMAR MEHTA	SH. SADA NAND MEHTA	Male	22/01/1969	Yes	04/03/1992
29	10297	RAMA NAND SHARMA	SH. BALAK RAM	Male	21/10/1973	Yes	01/01/2007
30	10298	ISHWAR LAL SHARMA	LATE SH. PARMA NAND SHARMA	Male	08/03/1971	Yes	01/08/1998

Export Data to Pdf File

Export Data to Excel File

Step: 6) Under the column 'Verified':

- In case of **Yes** - The employee is verified. For eg. PMIS Code 10115- Asha Devi Justa is verified here
- In case of **No**- The employee is unverified. For eg. PMIS Code 10139- Prem Singh Verma is unverified here.

Step: 7) You can also click on 'Export Data to Excel File' or 'Export Data to PDF File' for your convenience.