

Manav Sampada Tutorials Tutorial 5: Joining-Relieving

Contact us @ pmis.dee@gmail.com

ONLY BLOCK PMIS IN-CHARGE CAN FILL SERVICEBOOK FORMS:

1) OPENING JOINING-RELEIVING INDEX CARD

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

2) Login (as taught in Tutorial 1)

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

4) For Verified Employees: Go to:

Transfer/Promtion → Joining Relieving Index Card

5) Type the PMIS Code and press Enter

6) BackLog Entry under **Joining Details** would open by default. Go to the bottom of the page to check that **Y** is written under **LOCK** option for all entries. If instead **N** or nothing is written, then press on the school name and then click on the **LOCK** which comes up besides the SAVE button

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2) <u>MAKING JOINING ENTRIES</u> a. <u>BACKLOG JOINING (FOR UPDATING OLD ENTRIES FOR JOINING)</u>

Department of Elementary Education Himachal Pradesh, Shimla-171001



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5) **BackLog Entry** under **Joining Details** would open by default.

Fill all the details which are required in the form. **For Joining Date:** Remember the format should be DD/MM/YYYY (eg. 14/01/2017) **Remember, fields marked as # are mandatory**

- 6) Press Save.
- 7) You will get a notification that "Record has been successfully Saved"

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8) Go to the bottom of the page and click on the School Name for which you have just made the Joining Entry. Once the page loads, click on the **LOCK** which comes up besides the SAVE button





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b. ONLINE/MANUAL ORDER (FOR MAKING CURRENT JOINING ENTRIES)

9) Select 'Online/Manual Order'

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10) Follow Steps 5 to 8

3) <u>MAKING RELIEVING ENTRIES</u> a. <u>BACKLOG RELIEVING (FOR UPDATING OLD ENTRIES FOR RELIEVING)</u>

NOTE: YOU CANNOT MAKE A RELIEVING ENTRY UNLESS A JOINING ENTRY HAS ALREADY BEEN MADE:

11) Select "**RELIEVING ENTRY**"

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12) Fill all the details which are required in the form.

<u>Against Joining (Locked Order)</u> : Here you will select the Joining Order of the school <u>from</u> which the person is getting relieved.

For example, if a teacher has been teaching in ABC school since the last 2 years and is now being transferred to XYZ school. While making relieving entry of ABC school, under "Against joining" you need to select the JOINING entry of ABC school and not of XYZ school.

(In case you cannot find it, make another JOINING entry for this school by following steps 5 to 8)

From Department: Elementary EducationFrom District/Office Level/Office Name: The details of the office that the person is being relieved fromFor Joining Date: Remember the format should be DD/MM/YYYY (eg. 14/01/2017)

13) Under "Establishment Where Servicebook Will be Updated", remember that you need to select the <u>block office</u> where the servicebook will now go to:
Establishment At: Elementary Education
Establishment Office Level: Block/High School
Establishment Office: Block Office Name

14) Remember, fields marked as # are mandatory

15) Follow Steps 6 to 8

a. <u>ONLINE/MANUAL ORDER FOR RELIEVING</u> (FOR UPDATING CURRENT ENTRIES FOR RELIEVING)

- **16)** Select 'Online/Manual Order' under 'Relieving Entry'
- **17)** In case a Transfer Order was made online, select 'Tick in Case of Online Orders" and choose the transfer order from the dropdown:

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18) Follow Steps 12 to 15