

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 <http://admis.hp.nic.in/genpmis/> 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

Posting Area Hard Tribal Sub Cader None Home District Yes No

Employee Type # Gazetted Non-Gazetted

Cadre # Class #

Remark (if any)

Join At	Join Date	Join Orders	Designation	Join Remarks	Lock
1 ATIALA DAI GPS	05/01/2017	Transfer : ABC	Drawing master (Regular: Gazetted)		Y Print Orders
2 Asarang GPS	05/01/2017	Transfer : sadjhakh	Junior Basic Teacher(Regular: Gazetted)		Y Print Orders
3 Daulatpur chowk GCPS	28/12/2015	Fresh Joining : 1234	Junior Basic Teacher(Regular: test NIC Gazetted)	Shimla	Y Print Orders
4 Baag GPS	12/12/2015	Transfer and Promotion : 1234354764	Junior Basic Teacher(Contract: Gazetted)		N Print Orders
5 Ail GCPS	12/12/2015	Fresh Joining : 123456	Junior Basic Teacher(Adhoc: Gazetted)		Y Print Orders
6 (CLOSED) Chhanach GPS	14/12/2014	Fresh Joining : 123	Junior Basic Teacher(Regular: Gazetted)		N Print Orders
7 Ambota GPS	01/10/2014	Fresh Joining : dsjkasd	Drawing master(Tenure: Gazetted)		Y Print Orders
8 Andrar GPS	10/10/2010	Fresh Joining : 123456789	Junior Basic Teacher(Regular: Gazetted)		Y Print Orders

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2) MAKING JOINING ENTRIES

a. BACKLOG JOINING (FOR UPDATING OLD ENTRIES FOR JOINING)

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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”**

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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ATJALA DAL GPS	05/01/2017	Transfer : ABC	Drawing master(Regular: Gazetted)	Y	Print Orders
Asarang GPS	05/01/2017	Transfer : sadjhaki	Junior Basic Teacher(Regular: Gazetted)	Y	Print Orders
Daulatpur chowk GCPS	28/12/2015	Fresh Joining : 1234	Junior Basic Teacher(Regular: test NIC Gazetted) Shimla	Y	Print Orders
Baag GPS	12/12/2015	Transfer and Promotion : 1234354764	Junior Basic Teacher(Contract: Gazetted)		Print Orders
All GCPS			Junior Basic Teacher/Adhoc:		

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

9) Select 'Online/Manual Order'

10) Follow Steps 5 to 8

3) MAKING RELIEVING ENTRIES

a. BACKLOG RELIEVING (FOR UPDATING OLD ENTRIES FOR RELIEVING)

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.

Against Joining (Locked Order) : Here you will select the **Joining Order** of the school from 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 Education

From District/Office Level/Office Name: The details of the office that the person is being relieved from

For 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 block office 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. **ONLINE/MANUAL ORDER FOR RELIEVING (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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admis.hp.nic.in/genpemis/asp/permjoinrelieve.aspx

First Name: DUPLICATE Middle Name: _____
Last Name: _____ Date of Birth: 20/06/1971

Joining Details Relieve Details Index Card [View Instruction For Join / Relieve Order](#) **NEW**

Add/Update Relieving Details
Backlog-Entry (For History Record) Online/Manual Order (Employee Establishment Detail Will Get Changed)

**** Backlog Entry:** Entry will be saved in Employee History only.No change in Current Establishment Details.
Online Manual Order: The Entry will Change Employee Establishment Detail; Corresponding Relieving Order can be Online Generated Or Manual.

Relieve Date: 06/01/2017 Relieve Time: FN AN

Against Joining (Locked Order) Tick (For Online Orders)

Order No. Dated On: Order Date: _____ Transfer Order: -SELECT TRANSFER ORDER-

From Department: -SELECT DEPARTMENT- x #
From District: -SELECT- x #
From Office Level: -SELECT- x #
From Office Name: -SELECT OFFICE- x #
To Branch: -SELECT BRANCH- Desg. at the time of Relieving: -SELECT DESIGNATION- #

Remark (if any): _____

Establishment where service book will be updated
Establishment At: -SELECT DEPARTMENT- x #
Establishment Office Level: -SELECT OFFICE LEVEL- x #

18) Follow Steps 12 to 15