

Manav Sampada Tutorials

Tutorial 6: Assign Role to Block PMIS in-charge

Contact us @ pmis.dee@gmail.com

FOR DISTRICT NODAL OFFICERS:

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 through your Nodal Officer ID (as taught in **Tutorial 1**)

Step: 3) Go to **Nodal Officer** → **Update Employee Role**



Step: 4) Under **Select Employee:**

Office Level: Block/High School

Estab./Posting Office: Select the block office for which the role is to be changed

Employee Name: Type Employee Name/PMIS Code

Under **Assigning Application Role**

Application Type: Personal MIS

Role Purpose: Tick Data Entry/Administrator/General

Role to be assigned:

- **Establishment Data Entry** – in case you want the Block PMIS in-charge to be able to do joining/relieving and fill forms for unverified and Form 4 onwards for verified
- **eServicebook Transaction (Correction)** - In case you want the block PMIS in charge to correct FORMs of verified Employees

Department of Elementary Education
Himachal Pradesh, Shimla-171001



admis.hp.nic.in/genpemis/Aspx/EmpGenerate.aspx

Assign Role
(Click above to select your option)

Assign Software Role to Users

Search Employee

Select District or Office Level For Current Posting Office List

District: BILASPUR #

Office Level: Block/High School x #

Establi./Posting Office: Bilaspur, BEEO,Sadar[BILASPUR, DY.DE (ELEM)] बीईओ, सदर ... x #

Employee Name: 21099 - ACHHAR LATA(ELEM)-Gen x #

Assigning Application Role

Application Name: Personal MIS #

Role to Assigned: Admin #

Role Purpose: Data Entry/ Administrator/ General Verification

*An employee can have single role purpose only

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Under Set Initial Password:

- Click on **Active**.
- Set **User Password**: Type in block's already existing password

And then click on **Save/Assign Role**

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Office Level: Block/High School x #

Establi./Posting Office: Bilaspur, BEEO,Sadar[BILASPUR, DY.DE (ELEM)] बीईओ, सदर ... x #

Employee Name: 21099 - ACHHAR LATA(ELEM)-Gen x #

Assigning Application Role

Application Name: Personal MIS #

Role to Assigned: Admin #

Role Purpose: Data Entry/ Administrator/ General Verification

*An employee can have single role purpose only

Set Initial Password

Current Status: Active *Check this to allow login to user

User Password: 21099_2016

Save (Assign Role) Checklist for Already Assign Role

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admis.hp.nic.in/genpemis/Aspx/EmpGenerate.aspx

Office Level: Block/High School x #

Establi./Posting Office: Bilaspur, BEEO,Sadar[BILASPUR, DY.DE (ELEM)] बीड़ईओ, सदर... x #

Employee Name: 21099 - ACHHAR LATA(ELEM)-Gen x #

Assigning Application Role

Application Name: **Personal MIS** # Role to Assigned: **Admin** #

Role Purpose: Data Entry/ Administrator/ General Verification

*An employee can have single role purpose only

Set Initial Password

Current Status: Active *Check this to allow login to user

User Password: 21099_2016

[Save \(Assign Role\)](#) [Checklist for Already Assign Role](#)

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