

Manav Sampada Tutorials

Tutorial 8: Generate a list of all employees in a block/district

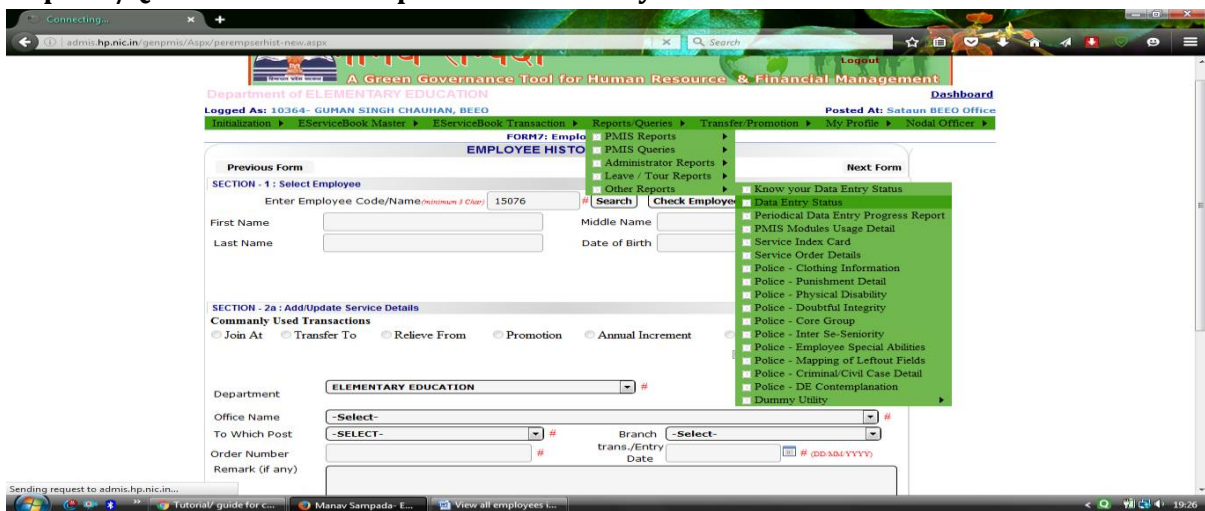
Contact us @ pmis.dee@gmail.com

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**)

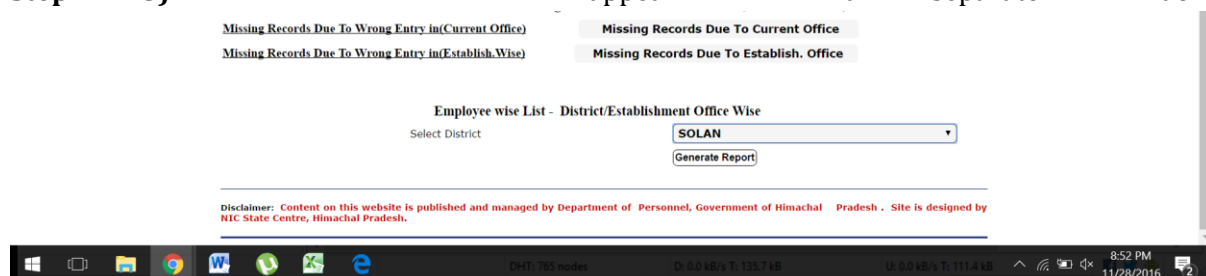
Step: 3) Go to:

Reports/Queries → Other Reports → Data Entry Status



Step: 4) Go to the bottom of the page and select your district. Click on **Generate Report**

Step 5) A PDF will appear in a separate window



. If this PDF does not open, your web-browser would be blocking pop-ups. Google "How to allow pop-ups in (Google Chrome/ Internet Explorer/ Mozilla Firefox)" and correct this.

Step 6) In the report, employees under different establishment office in your district are listed.

To see the list of employees in your block: Press **Ctrl+F** and then type "**Establishment Office Name --<<Your block>>, BEO**"

Department of Elementary Education
Himachal Pradesh, Shimla-171001



GetDistrictWiseEstablishmentReport.aspx

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Establishment Office Name -- Gator GPS					
SrNo.	PMIS Code	Employee Name	Designation	Date Of Birth	Currenty Posted At
428	37750	DEV RAJ	Junior Basic Teacher	22/12/1963	Gator GPS
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Total Employee in Establishment Office -- Gator GPS **1**

Establishment Office Name -- Ghumarwin-1, BEO					
SrNo.	PMIS Code	Employee Name	Designation	Date Of Birth	Currenty Posted At
429	14796	SUNITA KUMARI	Head Teacher	12/06/1973	Mehri Kathla GPS
430	14813	KHEM RAJ	Junior Basic Teacher	27/01/1970	Mnhan GPS
431	22269	PARVEEN KUMAR	Junior Basic Teacher	10/10/1977	Marhana GPCS
432	15485	NIRMLA DEVI	Centre Head Teacher	04/07/1966	Domher GPCS
433	15613	NIRMLA DEVI	Centre Head Teacher	16/12/1956	Nefti GPCS
434	15679	PAWANA KUMARI	Junior Basic Teacher	30/05/1956	Mehri Kathla GPS
435	15746	MANJEET SEN	Junior Basic Teacher	04/03/1970	Kasaru GPS
436	16359	INDRA DEVI	Junior Basic Teacher	31/05/1972	Hartalyanqer GPS
437	16553	GIAN CHAND	Junior Basic Teacher	26/06/1956	Dohru GPS
438	16940	RENU LAKHAN PAL	Junior Basic Teacher	11/10/1983	Thulea GPS
439	16986	SUDESH KUMARI	Junior Basic Teacher	11/03/1965	Morsinghi GPCS
440	14534	BRAHAM DASS	Junior Basic Teacher	18/07/1960	Kapahra GPCS
441	14763	SOM DUTT	Junior Basic Teacher	15/06/1957	Kathalaq GPS
442	14887	KARAM CHAND	Junior Basic Teacher	11/04/1976	Bharal GPCS