

No. EDN-KGR-Scholarship/Gen. PIMS.2024-25
O/o Deputy Director Higher Education
Kangra at Dharamshala(H.P.)
Telephone No. 01892-223124, Fax no. 223796
EmailId:- ddhekanagra1@rediffmail.com



Dated Dharamshala-176215

To

✓ All the Principals/ Headmasters,
G.S.S.S & G.H.S, In District Kangra

Subject: Regarding providing completion certificate of updation of e-service book of teaching and non-teaching staff, Sanctioned, Filled, Vacant posts, Enrolment and UDISE code of each institution on Manav Sampada Portal.

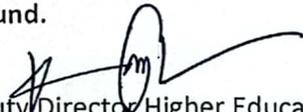
Memo,

With reference to Directorate of Higher Education Himachal Pradesh, Shimla-171001 vide his office Letter No. EDN-HE (14) -10/2008 –PMIS-Vol-II dated 05th Nov., 20205 on the subject cited above.

In this context, you are directed to update the e-Service book of employees, student's enrolment and UDISE Code of school on Manav Sampadh portal. To maintain the sanctity and reliability of data it should be ensure the proper joining and relieving entries of employees should be made immediately on the PMIS Portal for any variation between actual data and real time data of the employees or if the employee under their control does not know his / her PMIS number or Password the Head of the institutions will be held responsible.

Further, for any query's related to above said matter, you should contact on these Mobile No. 9816130442, 9857502145.

Treat it as most urgent and time bound.


Deputy Director Higher Education
Kangra at Dharamshala

Endst. No. Even Dated: Dharamshala

25th Feb, 2025

Copy to: -

1. Nodal Officer of this office to upload the letter on official websites.
2. Guard file.


Deputy Director Higher Education
Kangra at Dharamshala

EDN-HE(14)-10/2008-PMIS-Vol-II
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001 the 05 October, 2024

05 NOV 2024

To

All the Dy. Directors of Hr. Education
Himachal Pradesh

Subject: Regarding providing completion certificate of updation of e-service book of teaching and non-teaching staff, Sanctioned, Filled, Vacant posts, Enrolment and UDISE code of each institution on Manav Sampada Portal.

In continuation of this office letter No. dated 15th July, 2024 on subject cited above you are once again directed to update the e-Service book of employees, student enrolment and UDISE code of schools on Manav Sampada portal to make data real time. To maintain the sanctity and reliability of data it should be ensured that proper joining and relieving entries of employees should be made immediately on the PMIS Portal. Any change in data should be updated under **MY Profile menu => Summarized Sanctioned Post Report => Fill Sanctioned Post Detail on PMIS portal**. For any variation between actual data and real time data of the employees the Principal of the concerned institution will be held responsible. The Nodal Officers can update the rationalization data for all institutions (GMS/GHS/GSSS) of concerned districts under **My Profile => Summarized Sanctioned Post Report => Fill Sanctioned Post Detail => select Sanction Post Office Name**. Nodal Officer concerned will also monitor the rationalization data on daily basis under **My Profile => Summarized Sanctioned Post Report**. Head of the institution will be responsible if the employee under their control does not know his/her PMIS number or password.

Further, FAQs related to password updation are enclosed as 'Annexure-A' for further necessary action.


(Dr Harish Kumar)
Addl. Director (C), DHE
Himachal Pradesh, Shimla-1
October, 2024

Endst. No. even Dated: Shimla

Copy for information to:

1. The Director, Elementary Education, HP Shimla - 1.
2. All Principals/Headmasters of GSSSs / GHSs, Himachal Pradesh.


Addl. Director (C), DHE
Himachal Pradesh, Shimla-1

Department of Higher Education
Himachal Pradesh, Shimla-171001

Manav Sampada Tutorials / Frequently Asked Questions:
Contact us @ dhe-sml-hp@gov.in or dhe.himachal@gmail.com

1. How to know your password to login to the <https://genpmis.hp.nic.in/>

- First Three letters of your name (in capital letters) followed by Year of Birth
e.g. If your name is Raman and Year of Birth is 1990
Then, the password will be RAM1990
- PMIS Number followed by Year of Birth
e.g. If your PMIS Number is **12345** and DOB is **01-01-1990**
Then, the password will be **123451990**

If none of these password works, then the Data Entry User will reset the password by following the below mentioned steps:

- **Login** to the Portal
- Go to **My Profile**
- **Update Contact Details** (Reset Password Option only for data entry user)
- Click on **Reset** Button (in PMIS Code Field)
- Enter the **PMIS code of employee** whose password you want to reset
- At the bottom of Page Click on **Reset / Generate new Password**
- The new password generated will be first three letters of employee name in capital followed by the year of birth
e.g. If your name is Raman and Year of Birth is 1990
Then, the password generated will be **RAM1990**

2. Reset Password using Forgot your password

The screenshot shows a login form with the following fields and elements:

- Department * (dropdown menu with "-SELECT-" selected)
- Login ID * (text input field containing "10000")
- Password * (password input field with masked characters)
- Enter Expression Result * (text input field containing "A8hCJH")
- Expression Result (text input field)
- Login button (green)
- Forgot your password ? link (blue, circled in red)

- Click on **Forgot your password** in Login Page

- Enter the required fields and click on **Search** Button


RESET PASSWORD

Note !
You can reset your password if you have updated Mobile Number or Email Address in the system, In case you have not been issued any password please contact your Head Office Administrator to get first time password and application role.

Search Employee Details

Department #	HIGHER EDUCATION x ▾
Employee Code #	10000
Posting Office	Directorate of Higher Education x ▾

Search **Reset**

- Enter the security question details

Security Questions

Select Date Of Birth (dd/MM/yyyy) 
Available in PMIS Record.

Enter Mobile Number
Available in PMIS Record.

OR

Enter eMail Address
Available in PMIS Record.

Get Security Code

- Click on **Get Security Code**
- Enter the security code received on registered mobile number or Email ID and click on **Change Password**

Enter Security Code

Change Password

- Enter new password and click on **Update Password** and as per the Password Policy the new password must contain 8 to 15 characters including capital and small letters, at least one special character and number.

Enter New Password

Re-Type Password

Update Password

3. If employee doesn't know his/her PMIS code:

- Go to <https://genpmis.hp.nic.in/>
- Click on **Know Your PMIS ID**

Authorized Login

Department *
-SELECT- x ▾

Login ID * Please Enter Login ID
Enter Employee Code

Password *
[CAPTCHA]

Enter Expression Result *
Expression Result

Login Forgot your password ?

- View Property Return
- Online HIPA FeedBack
- View Transactions
- Data Entry Status
- Departmental Exam Result
- Know Your PMIS ID**
- Search Transfer/Promotion Orders
- Telephone Directory
- Age Wise Reports

MS Chatbot

- Enter the required fields and click on **Search** button

KNOW YOUR PMIS ID

Fields are Mandatory to Know Your PMIS ID

Select Department # -Select Department- x ▾

Enter Employee Code/Name # Employee Code/Name minimum 3 Char

Search Employee Posted in District -ALL- x ▾

Search Cancel

- From the displayed list search your name, current designation and place of posting.

If still unable to find your PMIS Number then District Nodal officer or Data Entry User can locate PMIS number of employee by following the below mentioned steps:

- Login and Go to **Initialization => Office Administrator => Employee Registration (User Management)**
- Click on **Edit Employee Detail**

USER MANAGEMENT

- Employee Generation Code
- Edit Employee Detail**

- Enter first five letters of employee name and click on **Search** button

SECTION - 1 : Employee Basic Details

Enter Employee Code/Name
(minimum 3 Char)

rakes

- At the bottom of the page list of employees name starting with these first five alphabets in their names will be displayed

Employee List :

Show entries Search:

S.No	Action	Employee Code	Employee Name	Father's Name	DOB
1	<input type="button" value="Select"/>	51862	OM PRAKESH SHARMA	SH. TOTA RAM SHARMA	25/07/1956
2	<input type="button" value="Select"/>	49913	JIWAN PRAKESH	HUKAM CHAND	01/06/1970
3	<input type="button" value="Select"/>	30634	KAMAL PRAKESH	SH. DHARMCHAND	06/11/1974
4	<input type="button" value="Select"/>	66115	MOHAN RAKESH GAUTAM	BAL MUKAND SHARMA	03/06/1973
5	<input type="button" value="Select"/>	38177	OM PRAKESH	SH. KISHAN SINGH	27/06/1965

Showing 1 to 5 of 888 entries First Previous 2 3 4 5 ... 178 Next Last

- Match the name and Date of Birth of the employee to know his/her PMIS code