

HIPA Online Training Application Process in Manav Sampada

User Manual

Prepared by NIC HP State Unit

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Login to Manav Sampada

How to Login

- Open website <http://admis.hp.nic.in/genpmis/>
- Select Department: Your Department
- Enter Login ID (PMIS Code)
- Enter Password

Government of Himachal Pradesh

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Authorized Login

Department: PERSONNEL

Login ID: 1C...

Password: *****

Login Forgot your password?

!! You may change your password after login only!!
Select Department to View Orders

ACR:--> Reporting and Reviewing Officers of

Notice Board
PERSONNEL

Enter Order No. Select Order Date Search

!! Currently Notice is Not Available !!

View Property Return View eService Book
Birthday Wishes Search Transfer/Promotion Orders
View Transactions Telephone Directory
Data Entry Status NEW New Features

GIS - Health Institution Location Vacancy Position
Dashboard - Manpower Planning Online ACR-Health Department
Downloadable Performas Nodal Officer Details

Procedure for eServiceBook Movement Procedure for Verification of Service Records
Manav Sampada Scope and Features Result Achieved/Value Delivered to Beneficiary
Letter from Chief Secretary for implementation of the Software Training Schedule for all departments
Training Schedule for Boards/ Corporations/Leftout departments

!!Department Specific Notifications !!

Screen 1

Employee Dashboard and Important Links for My Profile

- **Employee Details (Salary Detail, Leave details, Pension/NPS Calculation Sheet as on Date and Pension estimation) are available on Dashboard**
- **Important links for My Profile**
 - **APPLY FOR NOMINATION FOR HIPA TRAINING**

The screenshot displays the Employee Dashboard for NAVEEN KUMAR, Senior Programmer. The dashboard is titled "मानव सम्पदा Government of Himachal Pradesh" and "A Green Governance Tool for Human Resource & Financial Management". The user is logged in as 10004-NAVEEN KUMAR, Senior Programmer, and is currently in the "My Profile" section. The dashboard shows personal information, form details, and a main menu. The "My Profile" link in the top navigation bar is circled in red. In the main menu, the "Submit Nominations For HIPA Training" option is also circled in red.

Personal Information:

- Name : NAVEEN KUMAR
- Date of Birth : 17 Mar '91
- Date of Retirement : 31 Mar '21
- eSalary Code : IP01-15934
- Next Increment : N.A
- Employee Type : Regular
- Designation : Senior Programmer

Form Details (Click To View Form):

- Education: 0
- Training: 0
- Family: 0
- Loan: 0
- Service History: 0
- Leave Details: 0
- Departmental Proceeding: 0
- Nominee: 0
- Award & Medals: 0

Main Menu:

- View eservicebook (Checklist)
- Online Leave Tour Management
- Send Grievance related to Wages Salary Emoluments
- Update Property Details
- Send PMIS Grievance to NIC - Application Developer
- Update Contact Details
- Upload Scanned Signature
- Upload Training Details
- Upload Departmental Exam Passing Detail
- Upload ACR - Generalized for all deptt
- View Salary/Biometric Attendance Detail
- File Your Nomination for MCI Election (Health)
- Cast Your Vote for MCI Election (Health)
- Upload ACR - Medical Teaching Staff (Health Deptt)
- Update Password
- Submit NOC Detail
- View NOC Revised Detail
- Submit Nominations For HIPA Training**
- View National ACR
- Course Management- Add/Modify For HIPA Training

Screen 2

How to Apply nomination for HIPA Training

- Click on "Apply" (link available of right side)



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 Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)
 Logged As: 10004- NAVEEN KUMAR, Senior Programmer [Posted At: Head Office - Dummy](#)
[Initialization](#) ▶ [EServiceBook Master](#) ▶ [EServiceBook Transaction](#) ▶ [Reports Queries](#) ▶ [Transfer Promotion](#) ▶ [My Profile](#) ▶
[Submit Nominations For HIPA Training](#)

Apply For HIPA Training

Show Entries Search:

S.No.	Programme Name	Programme Level	Training Dates	Expected Participants	Course Director	Action
1	Basic Computer Course	Participation Level	28/Apr/2018 to 29/Apr/2018	50	SANDEEP KUMAR	Apply
2	Computer Course on Power Point	sfsdf	24/Apr/2018 to 25/Apr/2018	342	Sh. Neeraj Goel	Apply
3	Good Governance	HAS And other Gazetted officers	23/Apr/2018 to 24/Apr/2018	20	SANDEEP KUMAR	Apply

Screen 3

Note: List of previously applied Nominations is also available with current status.

- **Step 1: Click on "Apply"** Fill all fields shown on screen. Submit data by click on Submit button.

Employee Details

Online Nomination Form	
DEPARTMENT OF >> DUMMY DEPARTMENT (NOT IN USE)	
Programme Title:	Basic Computer Course
Dates :	Start Date : 27/04/2018 <input type="text"/> End Date : 28/04/2018 <input type="text"/>
Name of Participant :	NAVEEN KUMAR
Department Name :	>> DUMMY DEPARTMENT (NOT IN USE)
Address :	SHIMLA
Sponsoring Authority Name :	>> DUMMY DEPARTMENT (NOT IN USE)
Designation :	Senior Programmer
Cadre :	<input type="text" value="Ministerial Cadre"/>
Service Level :	<input type="text" value="-SELECT-"/>
Status :	<input type="text" value="-SELECT-"/>
Type of Service :	<input type="text" value="-SELECT-"/>
Sex :	<input checked="" type="radio"/> Male <input type="radio"/> Female
Category :	<input type="text" value="General"/>
PMIS No. :	<input type="text" value="10004"/> # (Only Numeric Values)
Aadhar No. :	<input type="text" value="344444444444"/> (Only numeric values,If agree to share.)
Date of Retirement :	<input type="text" value="31/05/2041"/> #
Mobile No. :	<input type="text" value="9817572171"/> # (Don't Prefix '0' or '+91')
E-mail Address :	<input type="text" value="SACHIN.JAIN.0909@GMAIL.COM"/> #
Hostel Facility :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Expected Date of Arrival :	<input type="text" value="27/04/2018"/> #
Arrival Time :	<input type="text" value="HH:MM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM #
Expected Date of Departure:	<input type="text" value="28/04/2018"/> #
Departure Time :	<input type="text" value="HH:MM"/> <input type="radio"/> AM <input checked="" type="radio"/> PM #
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Screen 4

- **Step 2: Click on “Submit” button as in following screen.**



Apply For HIPA Training

Show 10 Entries

Search:

S.No.	Programme Name	Programme Level	Training Dates	Expected Participants	Course Director	Action
1	Basic Computer Course	Participation Level	27/Apr/2018 to 28/Apr/2018	50	SANDEEP KUMAR	Apply
2	Computer Course on Power Point	sfsdf	24/Apr/2018 to 25/Apr/2018	342	Sh. Neeraj Goel	Apply
3	Good Governance	HAS And other Gazetted officers	23/Apr/2018 to 24/Apr/2018	20	SANDEEP KUMAR	Apply

Employee Nomination Details

S.No.	Participant ([PMIS/Registration No.]-Name)	Programme Name	Arrival Date / Time	Departure Date / Time	Mobile Number	Action
1	[10004/602171]- NAVEEN KUMAR	Basic Computer Course	27/Apr/2018 / 10:10	28/Apr/2018 / 05:10	9817572171	View Edit Delete Lock

Screen 5

- Step 3 Click on “Lock” button as in following screen.


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Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)
 Logged As: 10004- NAVEEN KUMAR, Senior Programmer Posted At: Head Office - Dummy
[Initialization](#) ▶ [EServiceBook Master](#) ▶ [EServiceBook Transaction](#) ▶ [Reports Queries](#) ▶ [Transfer Promotion](#) ▶ [My Profile](#) ▶

Submit Nominations For HIPA Training

Apply For HIPA Training

Show Entries Search:

S.No.	Programme Name	Programme Level	Training Dates	Expected Participants	Course Director	Action
1	Basic Computer Course	Participation Level	27/Apr/2018 to 28/Apr/2018	50	SANDEEP KUMAR	Apply
2	Computer Course on Power Point	sfsdf	24/Apr/2018 to 25/Apr/2018	342	Sh. Neeraj Goel	Apply
3	Good Governance	HAS And other Gazetted officers	23/Apr/2018 to 24/Apr/2018	20	SANDEEP KUMAR	Apply

Employee Nomination Details

S.No.	Participant ([PMIS/Registration No.]-Name)	Programme Name	Arrival Date / Time	Departure Date / Time	Mobile Number	Action
1	[10004/602171]- NAVEEN KUMAR	Basic Computer Course	27/Apr/2018 / 10:10	28/Apr/2018 / 05:10	9817572171	View Locked

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Screen 6

- **Step 4 Click on “View” button as in above screen.**

Manav Sampada

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

NIC-HP

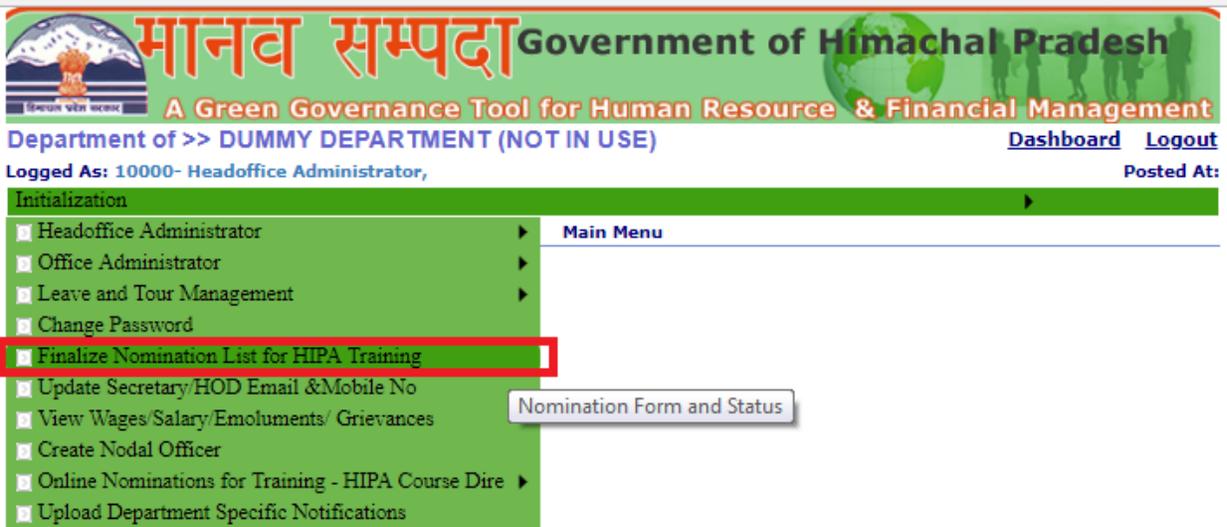
Himachal Institute of Public Administration, Fairlawns, Shimla-171012**Online Nomination Form****(Locked)****DEPARTMENT OF >> DUMMY DEPARTMENT (NOT IN USE)**

1. Programme Title	: Basic Computer Course
2. Dates	:From :28/04/2018 To :29/04/2018
3. Name of Participant	: NAVEEN KUMAR
4. Department Name	: >> DUMMY DEPARTMENT (NOT IN USE)
5. Address	: SHIMLA
6. Sponsoring Authority Name	: >> DUMMY DEPARTMENT (NOT IN USE)
7. Designation	: Senior Programmer
8. Cadre	: Ministerial Cadre
9. Service Level	: Service Level 1
10. Status	: Gazetted
11. Type of Service	: Permanent
12. Sex	: Male
13. Category	: General
14. PMIS No.	: 10004
15. Aadhar No.	: 344444444444
16. Date of Retirement	: 31/05/2041
17. Mobile No.	: 9817572171
18. E-mail Address	: SACHIN.JAIN.0909@GMAIL.COM
19. Hostel Facility	: No
20. Expected Date of Arrival	: 27/04/2018
21. Arrival Time	: 10:10 AM
22. Expected Date of Departure	: 28/04/2018
23. Departure Time	: 05:10 PM

Screen 7

Nomination Approval: Department HOD (10000)

- Click on “Finalize Nomination List for HIPA Training)” (as in *Initialization menu Tab*).
- Following Screen will be displayed with two important links.
 1. Finalize Nomination List For HIPA Training



Screen 8

Approve/Reject Tour Application

- Below screen will be displayed.
- Click on “Accept or Reject” button.



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 Logged As: 10000- Headoffice Administrator, Posted At:
 Initialization

Nomination Form and Status

Apply For HIPA Training

Show Entries Search:

S.No.	Nominations Received	Nominations Finalized	Course Director	Programme Name	Progi
1	<input type="text" value="1"/>	0	SANDEEP KUMAR	Basic Computer Course	Partic
2	0-Closed	0-Closed	Sh. Neeraj Goel	Computer Course on Power Point	sfsdf
3	0-Closed	0-Closed	SANDEEP KUMAR	Good Governance	HAS /

Employee Details

Programme: Basic Computer Course
 With PMIS Number Without PMIS Number

PMIS No. : # (Only Numeric Values)

Employee Nomination Details

Show **Nominations Received-(1)** Search:

Status

S.No.	Participant ([PMIS/Registration No.]- Name (Department))	Programme Name	Arrival Date / Time	Departure Date / Time	Mobile Number	Action	Select All <input type="checkbox"/>
1	[10004/602171]- NAVEEN KUMAR (>> DUMMY DEPARTMENT (NOT IN USE))	Basic Computer Course	27/Apr/2018 / 10:10	28/Apr/2018 / 05:10	9817572171	<input type="button" value="View"/>	<input type="checkbox"/> Locked

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Screen 9

Without Nomination, HOD can select employee from their department to nominate HIPA training.

- Firstly Select User Type (With PMIS Code or Without PMIS code)
- Enter "PMIS NO", and then select add button.
- Fill all fields in the forms then submit.

Employee Details

Programme: Basic Computer Course	
<input checked="" type="radio"/> With PMIS Number <input type="radio"/> Without PMIS Number	
PMIS No. :	10005 <input type="button" value="Add"/> <input type="button" value="Cancel Programme"/> # (Only Numeric Values)
Online Nomination Form	
DEPARTMENT OF >> DUMMY DEPARTMENT (NOT IN USE)	
Programme Title: Basic Computer Course	
Dates : Start Date : 28/04/2018 <input type="text"/> End Date : 29/04/2018 <input type="text"/>	
Name of Participant :	RAHUL KUMAR #
Department Name :	>> DUMMY DEPARTMENT (NOT IN USE) #
Address :	TEST DATA #
Sponsoring Authority Name :	>> DUMMY DEPARTMENT (NOT IN USE) #
Designation :	DBA #
Cadre :	-SELECT- ▼
Service Level :	-SELECT- ▼
Status :	-SELECT- ▼
Type of Service :	-SELECT- ▼
Sex :	<input checked="" type="radio"/> Male <input type="radio"/> Female
Category :	-SELECT- ▼
PMIS No. :	10005 # (Only Numeric Values)
Aadhar No. :	123456789000 (Only numeric values, If agree to share.)
Date of Retirement :	31/12/2038 <input type="text"/> #
Mobile No. :	9958585950 # (Don't Prefix '0' or '+91')
E-mail Address :	RAHULKMR153@GMAIL.COM #
Hostel Facility :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Expected Date of Arrival :	28/04/2018 <input type="text"/> #
Arrival Time :	HH:MM <input type="radio"/> AM <input checked="" type="radio"/> PM #
Expected Date of Departure :	29/04/2018 <input type="text"/> #
Departure Time :	HH:MM <input type="radio"/> AM <input checked="" type="radio"/> PM #
<input type="button" value="Submit"/> <input type="button" value="Close"/>	

Screen 10

HOD : Accept Nomination and Send to HIPA


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Department of >> DUMMY DEPARTMENT (NOT IN USE) [Dashboard](#) [Logout](#)

Logged As: 10000- Headoffice Administrator, Posted At:

Initialization ▶

Nomination Form and Status

Apply For HIPA Training

Show Entries Search:

S.No.	Nominations Received	Nominations Finalized	Course Director	Programme Name	Prog
1	1	0	SANDEEP KUMAR	Basic Computer Course	Partic
2	0-Closed	0-Closed	Sh. Neeraj Goel	Computer Course on Power Point	sfsdf
3	0-Closed	0-Closed	SANDEEP KUMAR	Good Governance	HAS

Employee Details

Programme: Basic Computer Course

With PMIS Number Without PMIS Number

PMIS No. : # (Only Numeric Values)

Employee Nomination Details

Show **Nominations Received-(1)** Search:

Status

S.No.	Participant ([PMIS/Registration No.]-Name (Department))	Programme Name	Arrival Date / Time	Departure Date / Time	Mobile Number	Action	Select All <input type="checkbox"/>
1	[10004/602171]- NAVEEN KUMAR (>> DUMMY DEPARTMENT (NOT IN USE))	Basic Computer Course	27/Apr/2018 / 10:10	28/Apr/2018 / 05:10	9817572171	<input type="button" value="View"/>	Accepted

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Screen 11