

6th May, 2021

To
All the Principals of Govt. Colleges/Skt. Colleges
All the Dy. Directors of Higher Education
Himachal Pradesh.

Subject: Regarding updation of PMIS.

Memo,

It is the matter of great satisfaction that majority of establishments of Higher Education Department are regularly updating entries of staff in their e-Service books. Entries regarding Joining, Relieving, Transfer, Promotions, Regularization, Increments, Training, Updation of Designation, Service Verification and Leave of officers/officials through PMIS have been made mandatory to keep the record updated. In present pandemic like situations online services are playing pivotal role in the functioning of institutions and establishments.

The process to filling up of ACRs online through PMIS Portal has been initiated. For this employees service record must be updated on PMIS. Every officer/officials will be assigned specific role to accomplish this process. Therefore, all the Principal of the colleges and Dy. Directors of Higher Education are directed to get the service record updated of respective establishments.

Further, Dy. Directors of Higher Education are required to issue the directions to institutions/establishments under control to update service record on PMIS in all respect positively by May 31st, 2021. All the Head of Institutions will furnish the certificate regarding updation of entries on PMIS in the following format:

It is certified that total no. ofteaching andnon-teaching employees are serving in this establishment for which maintenance of e-Service book is required. All the e-Service books have been updated upto 30.04.2021 on PMIS.

The College Principal will submit the completion certificate directly to the Department of Higher Education and school Heads to concerned Dy. Directors. All the DDHEs will collect the information from all the DDOs under control on the prescribed format and thereafter send the same to this Directorate within 10 days in consolidate manner.

(Dr. Harish Kumar)
Jt. Director Higher Education
Himachal Pradesh, Shimla-1
May, 2021

Endst. No. even Dated: Shimla

1. All the Principals of GSSSs Himachal Pradesh.
2. All the Nodal Officers (IT/e-Gov.) Posted at O/o Dy. Directors of Higher Education, Himachal Pradesh.

Jt. Director Higher Education
Himachal Pradesh, Shimla-1

Endst. No. EDN-CHM-PMIS/2020-21/.....457-458.....dated.....06-04-2021.....

Office of the Dy Director of Higher Education, Chamba, District Chamba (HP)

Copy to: 1. Principal -cum-District Project Officer (ISSE), DIET Saru Chamba .

2. Principals/Headmasters GSSS/GHS of District Chamba .

All Heads are directed to submit the completion certificate within 7 days through email as well as through post so that consolidated report may be submitted well in time.

Dy Director of Higher Education
Chamba , Distt. Chamba (HP)