

NO.EDN-CHM-PMIS/2015-2016/- 2803  
O/O DEPUTY DIRECTOR OF HIGHER EDUCATION  
CHAMBA, DISTRICT CHAMBA (HP)

06-10-2021

DATED

CHAMBA-176318 THE

06, 2021

To

All the Principals/Headmasters  
GSSS/GHS of District Chamba, Himachal Pradesh

Subject: *Regarding uploading of online ACR on PMIS Portal.*

Memo:

*It is to inform you, as per the order of the Government and with reference to Joint Director(C-II) Directorate of Higher Education Himachal Pradesh, Shimla-1 vide letter No. EDN-HE(14)1-2019-DDHE, Directorate of Higher Education Dated 23<sup>rd</sup> September, 2021 and to Strengthened the ACR filing system, it has been decided that ACRs for the year 2021-22 in Department of Higher Education will be submitted online under PMIS. The first step in this direction is to register/update the record of all officers/officials on the PMIS portal.*

*Kindly follow the following steps to ensure completion in target time i.e. before 31<sup>st</sup> October 2021.*

- 1. The last date for completing the complete updation of Service books on PMIS portal is 31<sup>st</sup> October, 2021*
- 2. Principal Cum BPOs will ensure that every school in their Block starts updating the service books in time bound manner.*
- 3. Actual offline establishment should match with online establishment in PMIS portal.*
- 4. It is the responsibility of DDOs to check that full service history is updated even if it belongs to old stations.*
- 5. All DDOs must submit a completion certificate in the office of undersigned before 31<sup>st</sup>, October 2021 so that compliance report may be submitted to Higher Authorities in time.*
- 6. A Google sheet is being shared with you. Kindly certify the completion of service books by filling the Google sheet.*
- 7. Those schools which has already updated their service books in month of June and their Actual offline establishment matches with online establishment, may start filling the Google sheet and submit completion certificate in the office of undersigned.*

  
DY. DIRECTOR OF HIGHER EDUCATION  
CHAMBA, DISTRICT CHAMBA (HP)