

MOST URGENT

Shiksha Shimla (5-2) PMIS 3/2015
O/o Dy. Director Higher Education
District Shimla H.P. U.S. Club Shimla-171001
Web Site: - ddheshimla.com, e-mail:- ddheshimla@rediffmail.com
Dated Shimla the 17.08.2017 August, 2017

To

All the Principal/ Headmaster,
GSSS/GHS
Distt. Shimla HP

Subject:- Regarding Updation of PMIS.
Memo,

This is with the reference to worthy Director of Higher Education letter No. EDN-HE (14)3-2008-DDHE dated 17.8.2017 to the above cited subject, it has been observed by the Worthy Director of Higher Education that the updation of PMIS is not being done regularly at school level, due to which Directorate is unable to issue online transfer orders through PMIS. In view of above mentioned in convenience a review meeting of NOs (IT/eGov) posted at DDHE Offices has been fixed on dated 29.8.2017 in the Directorate of Higher Education Shimla.

Therefore you are directed to ensure the PMIS updation of your school and send the completion report before 25.08.2017. It is regularly coming to notice that the PMIS record of the employees is not being updated i.e. Joining, Relieving, Transfer, Promotion, Regularization, Designation (TGT to PGT).

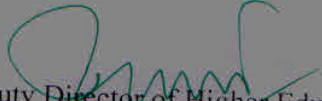
The school-wise status of the PMIS is attached here with. Status of only Id generated must be Zero & status of all employees must verify failing which disciplinary action against the defaulters (i.e. Data entry as well as verifying officers) will be taken.

It may be given Personal attention & be treated it as Most Urgent.

FOR ANY QUAR RY /PROBLEM REGARDING PMIS PLEASE CONTACT MOBILE NO. 9418155289 OF THIS OFFICE.

Instruction Regarding Verification of Employees:-

1. First of all check your all employees whether they are verified or not. To check, apply Data Entry Code(PMIS) number Login ID allotted to your school) and login.
2. Page of data entry of your school will open. Now on the lower part of page, you will find "KNOW YOUR ESTABLISHMENT". Click it and you will see all your employees whether they are showing as same designation, current office, verified or submitted or not verified.
3. If current office is not showing your school or u/c school first do the joining entry and then lock.
4. Note them and verify.



Deputy Director of Higher Education,
District Shimla, US Club Shimla-1


Endst. No. Even dated: Shimla-171001 the

Copy to:-

1 The Director of Higher Education Himachal Pradesh, Shimla-01 for information please

2 Nodal Officer IT (Internal) with the request to up lode this letter in the office website.

3 Guard file.



Deputy Director of Higher Education,
District Shimla, US Club Shimla-1