



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 22 April, 2017

To

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

Subject:-

Regarding online Joining and Relieving is mandatory in PMIS

Memo,

This is with reference to the letter No. EDN-H(1)-10/2008-PMIS on dated 22 .4.2017 received from the worthy Director of Higher Education and discussed in the review meeting held on 11th April, 2017 at Directorate of Education on the subject cited above.

As per the direction of the Govt of Himachal Pradesh the department has initiated the process to issue all the transfer orders through PMIS w.e.f April, 2017. It is regularly coming to notice that the PMIS record of the employees is not updated i.e. Joining, Relieving, Transfer, Promotion, Regularization, Designation (TGT to PGT).

Keeping in view the above cited facts, **the relieving & Joining of the officers/ officials through PMIS has been made mandatory** to keep the record update. Hence all the Principals/ Heads of the schools will ensure the online relieving entry in PMIS before issuing the relieving order and the joining of the incumbent should only be accepted after making order and the joining of the incumbent should only be accepted after making joining entry in PMIS. These instructions should be adhere to in letter & spirit.

Personally treat it as Most Urgent.

IF YOUR ARE FACING ANY PROBLEMS REGARDING PMIS CONTECT THIS MOBILE NO.
9418155289

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Dy. Director Higher Education,
Shimla H.P. U.S. Club Shimla-01

Endst. No. Even dated: Shimla-171001 the

Copy to:-

- 1 The Director of Higher Education Himachal Pradesh, Shimla-01 for information please
- 2 DA Internal.
- 3 Nodal Officer IT (Internal) with the request to up lode this letter in the office website.
- 4 Guard file.

[Signature]
Dy. Director Higher Education,
Shimla H.P. U.S. Club Shimla-01