

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 July, 2016

To

All the Principal/ Headmaster,
GSSS/GHSs
Distt Shimla HP
Regarding PMIS Updation and verification

Subject:-
Memo,

In Continuation to this office letters Even No. Dated 26.11.2015, 15.12.2015, 4.01.2016, 5.2.2016, 5.3.2016 & 23.5.2016 on the subject cited above. The requisite information regarding updation and verification of service Books (PMIS) is still awaited from your school till date despite number of reminders.

In this connection, you are once again directed to pay special attention to the matter.

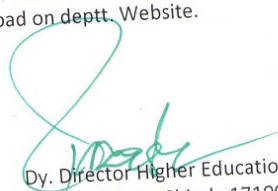
- A) It must be ensured that half year/ yearly verification and all other entries of service books are being made well in time and service books must be complete in all respect by the controlling officer.
- B) It must be ensured that e-service books of all teaching and Non teaching staff are maintained and updated from time to time. Further it must be ensured that entry of relieving and joining are being made within 15 days from relieving or joining to ensure paperless work such as online transfer/posting. It was further directed that e-service books be updated within 10 days and be ensured that e-service books (PMIS) of all the employees posted in a school be available with the verification officer/ Data entry operator of that school. Complete status report pertaining to your school must be sent to this office within 10 days through special messenger or through official e-mail along with hard copy. As the matter is to be appraised to Worthy Director of Higher Education, Himachal Pradesh Shimla, this matter should be given top priority failing which you will be held responsible.
Please treat it as most urgent .

-sd-
Dy. Director Higher Education
District Shimla, Shimla 171001
Dated the JULY-2016

Endstt. No even Shimla

Copy to :

- 1 The Director of Higher Education Himachal Pradesh Shimla-1 for information please.
- 2 The Nodal Officer with the direction to upload on deptt. Website.
- 3 Guide file.


Dy. Director Higher Education
District Shimla, Shimla 171001