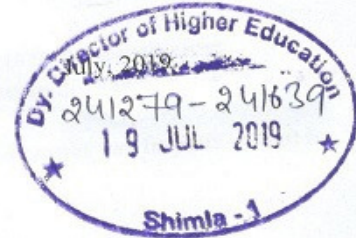


**MOST URGENT**

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



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

Subject: - **Update the Service Books Online.**

Memo,

With reference to the Director of Higher Education Himachal Pradesh, Shimla-01 office letter No. EDN-HE (14)1-2019-DDHE dated: 17<sup>th</sup> July 2019 on the subject cited above. Vide which it has come to notice of Director of Higher education as well as undersigned that PMIS updation at school level is not being done as per the expectation. Updation/verification of service books under PMIS are still pending. There is gap between initiated and verified service books.

As per the directions of the Govt. of Himachal Pradesh this department has initiated the process to issue all the transfer orders through PMIS w.e.f 1<sup>st</sup> April, 2017. But the department is facing the problems in implementing the transfer order of employee on-line due to negligence at school level. 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), increment, service verification & Leave enters.** The status of school wise was not updated.

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, all the Principals/ Heads/BEEOs of the schools are directed to ensure that the online relieving entry in PMIS is made before issuing the actual relieving /joining orders of the incumbent, immediately after transfer orders get issued. No joining of the incumbent should be accepted before it is entered on line through PMIS. Despite so many reminders the above instructions are not been adhered to in true letter & spirit & the employees of other establishment are being shown in the establishment of some other schools for months together. This practice should be avoided in future & the on line PMIS data of your establishment be made good before 30.07.2019 positively. 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. Status of School wise is already send to June 2019.

It may be given Personal attention & be treated it as Most Urgent. If you don't have Internet facility do service books online nearby school where internet facility available.

**Instruction Regarding Verification of Employees:-**

1. First of all check you're 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. Note them and verify.
3. If current office is not showing your school or u/c school first do the joining entry online and then lock.
4. If the employee does not have PMIS generate the new PMIS and then do the all entry.
5. If the employee promoted from JBT to TGT and C&V then generate his/her new PMIS number and then link it with in form no. 10
6. In PMIS Update the Photo, Mobile no., E-mail and IP Number of employees in your school is mandatory.


-sd-

Dy. Director Higher Education,  
Distt. 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.
- 3 DA Internal complete the service books online as direction given above.
- 4 DA Principal updates the service books online.
- 5 DA Headmaster updates the service books online.
- 6 Nodal Officer IT (Internal) with the request to up lode this letter in the office website.
- 7 Guard file.

  
Dy. Director Higher Education,  
Distt. Shimla, US Club Shimla-1