

**Most Urgent
Time Bound**

No. EDN-HE(19)B(1)1/2013- PMIS
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001,

To

1. All the Deputy Director of Hr. Education
in Himachal Pradesh
2. All the Principals,
Govt. Sen. Sec. Schools
In Himachal Pradesh
3. All the Headmasters,
Govt. High Schools
In Himachal Pradesh



Subject:- Regarding online verification/updation of PMIS data.

Memo:

It has come to the notice of the undersigned that despite several reminders the online verification and updation of service books has not been completed till date. The Govt. of Himachal Pradesh is very keen to implement PMIS at all level to ensure that the desired information can be generated/accessed at any point of time. Every activity i.e. transfer, promotion, annual increment, service verification etc. has to be entered in PMIS software on real time basis so that the same could be reflected in the reports. All modules of the software will work properly only if the entries of service books are updated regularly as and when there is a change/updation in the activity.

It is therefore directed that all Heads of Institutions under your jurisdiction should update all service books in all respect of all the employee within a week. The updation of service book be made a routine activity and the DDHE will ensure that all the DDOs/Controlling Officers within their jurisdiction update/verify the service books within a week positively. The assistance of Nodal Officer (IT) may be taken for the said purpose. **Any lapse in executing these instructions will lead to disciplinary action and defaulter staff be held responsible.**

^{SA}
Director Hr. Education
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001, the 2013

Copy is forwarded to information and necessary action please:

1. The Director Elementary Education with the request that similar direction may also be given to all the Head of Institution under his control.

2. The In charge, IT cell, etc. of Higher Education Shimla - I to upload the said order on the website of this dept.

Director Hr. Education
Himachal Pradesh