

Time Bound/Urgent
Personal attention

No. EDN-H(1)-10/2008-PMIS
Directorate of Higher Education
Himachal Pradesh
Dated: Shimla-171001,

12th November, 2013

To

1. All the Principals of Govt. Colleges in H.P.
2. All the Dy. Directors of Higher/Elementary Education in H.P.
3. All the Principals/Headmasters of Govt. Sen. Sec. Schools/High School 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 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 as and when there is a change/Updation in the activity.

It is therefore directed that all offices/institutions under your jurisdiction should update all service books in all respect **by 25th November, 2013 and submit a certificate of completion of work to the Dy. Director concerned.** 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.**



(Dinkar Burathoki)
Director of Higher Education
Himachal Pradesh

Endst. No. even

Dated

12th November, 2013

Copy for information to: -

1. The Principal Secretary(education) to the Govt. of Himachal Pradesh.
2. The Director Elementary Education Himachal Pradesh with the request to direct the subordinates to follow the above instructions.
3. All the Branch officer in the Directorate of Higher Education, H.P. with the directions not to make any transfer/promotion after 30.11.2013 without verification of PMIS.
4. Technical Officer, IT-Cell, Directorate of Higher Education, H.P. to provide necessary technical assistance to all the Branch Superintendent.
5. All the Nodal Officer (IT) O/o the Dy. Director Higher Education, with the direction to submit **a consolidate report of PMIS by 30.11.2013 regarding cent percent verification status of PMIS.**



Director of Higher Education
Himachal Pradesh