No.EDN- HE(14)1-2019-DDHE
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla- 171001   November, 2019

To

All the Deputy Directors (Higher Education)
Himachal Pradesh.

Subject:-   **Updation of Eservice book on PMIS portal.**

In continuation of office letter No.EDN-HE(14)1-2019-DDHE dated 13.8.19,28.8.19,31.8.19,4.9.19,26.9.19,3.10.19,1.11.19, it is submitted that data entry and service history along with correct eSalary code is to be updated on the Manav Sampada portal (PMIS) for teachers in a time bound manner. Every Saturday, office will monitor the progress of your districts via Video Conferencing through Google hangouts based on the data filled in the google sheets being shared with you here. Therefore, you are directed to ensure the updation of eService books of each employee under your control according to details, the targets and guidelines as given below:-

A.   Full teacher service history updation

District wise Google Sheets have been prepared for each district. DDOs are requested to update the data corresponding to TGTs/Lecturer/Lecturer (school New) and C&V in their respective School. Week wise targets have been allocated to all districts for the teacher service history updation. In teacher service history, the following needs to be updated on PMIS for all TGTs/ Lecturer/Lecturer(school New) and C&V (Regular/Contract).
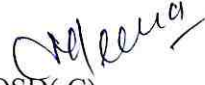
- Form 1
- Form 2
- Form 3
- The joining/ relieving of postings in Form 7

As per above, all the DDOs are directed to update the number of teachers whose data has been updated accordingingly on http://bit.do/pmisupdation (Grey highlighted columns) and at every DDHE level Nodal Officers are expected to update the data corresponding to HMs/Principals on http://bit.do/pmisupdation (Grey highlighted columns). The deadline for completion of this data is 14.12.2019.

B. Updation of correct e-Salary Codes

Details of the teachers with wrong format/blank eSalary Codes can be found on the tracker http://bit.do/pmisupdation (Tab- 'Tracker- Correct e-Salary Code Updation'). Please ensure that the respective DDOs update the correct eSalary codes for these teachers and update the action taken on the tracker. If DDOs are not able to update the eSalary code because of duplicate PMIS IDs, then please fill the form - http://bit.do/deleteduplicate to request deletion for one of the codes. All teacher's eSalary code is to be correctly updated by 28.11.2019.

Detailed guidelines have been attached in the Annexure "A". In this regard review meeting through Video Conferancing will be held soon, therefore all the Deputy Directors and the respective PMIS incharges in the district are expected to attend this meeting.

OSD(C)
Directorate of Higher Education
Himachal Pradesh.

Endst. No. Even dated Shimla – 1   the   Nov. 2019.

Copy for information and further necessary action:

1.   All the Nodal Officers posted at DDHEs, Himachal Pradesh.
2.   All the Principals of GSSSs/GHSs of Himachal Pradesh

Directorate of Higher Education
Himachal Pradesh

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Annexure "A"

GUIDELINES FOR PMIS UPDATION

A.   Full teacher service history updation

a.   Ensure that the data of only Regular and Contract teachers are entered in PMIS with their regular or contractual tenure.

b.   In case, the DDOs is not able to access the e-servicebook due to teacher not being relieved from the old station, please request the change of posting for the employee by filling the form http://bit.do/editposting. The Admin will edit the posting as per your request within 2-3 days. You can then update the servicebook of the corresponding teacher.

c.   Note that posting office and establishment office are different. The posting office is the school where the teacher is posted and establishment office is the respective institutions i.e GHS/GSSS where the service books are mentained

B.   Updation of correct eSalary codes

a.   Please refer to online tracker at http://bit.do/pmisupdation (Tab- 'Tracker- Correct e-Salary Code Updation') to find the list of teachers whose eSalary code has been updated incorrectly.

b.   The following actions can be taken against a blank/wrong format e-Salary code

1. Updation of correct e-Salary code on the portal

2. Updation of teachers as retired or promoted on the portal

Please update the same on the tracker.

c.   While entering the eSalary code, the portal may reflect that a duplicate entry already exists. In this case, fill the form http://bit.do/deleteduplicate to request for deletion of the duplicate PMIS code. The Admin will delete the duplicate entry within 2-3 days. You can then udpate the eSalary of the corresponding teacher.