

No: END-H(1) B(15)1/2009 Imp. Instt.

Directorate of Higher Education

Himachal Pradesh

Dated: Shimla- 171001 the 08 Nov., 2011

- 1.) All the Deputy Director of Higher Education in Himachal Pradesh.
- 2.) All the Principal Govt. Degree Colleges/Govt. Skt. Colleges/B.Ed. College Dharamsala H.P.
- 3.) Commanding Officer, NCC Headquarter Shimla-4
- 4.) Centre state Library Solan Distt. H.P.
- 5.) All the Branch Officers/ Supdt in this Directorate of Hr. Education H. P. Shimla.

Subject: - **Non entry/verification/updation service Books of Sh. /Smt. _____ Under PIMS.**

Memo:-

It has come to notice of the under signed that despite of repeated instructions and reminders from this directorate regarding PMIS entry of service books, the work has not been done satisfactorily. The following may be ensured in all eventualities.

- (i) Employee code to every employee under your control.
- (ii) Complete entry of service books of all under your control.
- (iii) Verification by the concerned Head of office i.e. by the Principal.
- (iv) Updation of service books as and when required after joining and relieving of the incumbents and otherwise also for other particulars.
- (v) As the transfer Module has been made functional the transfer orders of all employees of higher Education will be available on the website i.e. <http://admis.hp.nic.in/genpmis/login.aspx> under notice board, after selecting Higher education Department or open WWW.himachal.nic.in and select the link e-services and under this link on click on the e-service books PMIS.

You are directed to accomplish the tasks given above and update it as and when it is required under PMIS failing which action under CCS (Conduct) Rules will be initiated against you. Also refer to letter No: END-H(1) B(15)1/2009 Imp. Instt. , dated 03-11-2011 in this regard on the Subject **“Regarding online updation of PMIS data on regular basis”**.



Director of Higher Education
Himachal Pradesh.