

No.EDN-KGR- (F-7)-PMIS-2018  
Office of the Deputy Director of Higher Education,  
Kangra at Dharamshala.

Dated Dharamshala the 14<sup>th</sup> August, 2019

To

✓ All the Principals & Headmasters,  
GSSSs & GHSs,  
Distt Kangra

Subject: **Regarding updation of PMIS.**

Memo,

This is in reference to the letter No EDN-HE (14)1-2019-DDHE Dated 13<sup>th</sup> August, 2019, received from Worthy Director of Higher Education, Himachal Pradesh, Shimla on the subject cited above.

In this regard it is to inform you that Govt of Himachal Pradesh has initiated the process of Transfer Portal and worthy Principal Secretary (Education) to the Govt of H.P. has directed to update the entries in the service books in MANAV SAMPADA Portal.

You have been directed again and again to update/complete the service books/record of all the officials on PMIS Portal. However there is a gap between initiation and verification of service books and online entries in service books of the staff working under your control are also pending. Moreover many employees are still not as per their establishment. Therefore you are directed to check the record of your school and update the service books properly and ensure 100% updation of PMIS Record.

**Ensure:-**


- 100 % Updation of service books.
- Every employee should be verified.
- Check "KNOW YOUR ESTABLISHMENT" for unverified employees.
- Every employee should have PMIS No in Higher Education.

**In this regard you are directed to adhere to the instructions in letter and spirit. Any lapse in the matter will be viewed seriously & defaulters will be solely responsible.**

  
Deputy Director of Higher Education  
Kangra at Dharmshala.

Endst. Even No Dated Dharamshala the 14<sup>th</sup> August, 2019

Copy to: The Director of Higher Education, Himachal Pradesh w.r.t. letter as referred above.

  
Deputy Director of Higher Education  
Kangra at Dharmshala.