

EDN-HE(14)4/2018-DDHE  
Directorate of Higher Education  
Himachal Pradesh

URGENT TIME BOUND

Dated Shimla-171001

the

Feb. 17<sup>th</sup>. 2020

To

The Dy Directors of Higher Education  
Chamba/Bilaspur/Hamirpur/Kangra at  
Dharamshala/Una/Kullu/Mandi/L&S at Keylong/ L&S at  
Kazza/Kinnaur at Rekongpeo/Sirmour at Nahan/Shimla/Solan (HP).

Subject:

Regarding submission of information related to updation of eService  
book on PMIS.

Memo:

With reference to subject cited above you are directed to collect the information from all the DDOs under your control on the prescribed proforma as per Annexure-A and thereafter send the same to this Directorate within 10 days in consolidate manner as per proforma Annexure-B, so that further action in the matter can be taken accordingly. In case of Principal(School)/HM whose service books are maintained at DDHE the information may be obtained from the dealing assistant concerned and also consolidate the same as per Annexure-B.

It has also came to the notice that most of DDOs did not entered the correct "current office and Establishment office" of the teacher, consequently the information on PMIS shows wrong while generating information on various parameters. Therefore, all the DDOs may be directed to the check the entries related to "current office and Establishment office" in r/o all the teachers under their control and any laps to this effect shall be viewed seriously.

Treat it most urgent.

*M. Singh*

OSD(C)  
Directorate of Higher Education  
Himachal Pradesh

Enclt No. EDN-U(II) PMIS/2020/16304 dt 18<sup>2</sup>/<sub>2020</sub>  
Office of the Dy. Director of Higher Education, Una (H.P.)  
Copy to:

All the Heads of Govt Sr. Sec / High Schools of  
Una Distt for information & directed to supply the  
information of updation of e-service Book of PMIS on the prescribed  
Proforma as per Annexure-A' to this <sup>office</sup> before 22-02-2020  
positively.

*Soma* 18/2/20  
Dy. Director Higher Education  
Una District Una (H.P.)

Annexure-A

Certificate to be submitted by DDOs of GSSS/GHS in the state of HP regarding updation of eService book on PMIS to concerned DDHEs

Name of GHS/GSSS.....Distt.....

DDO code..... Treasury code.....

Phone/Mobile No.....

1. It is certified that Data entry (Form No 7 Service History & e-salary code) of e-service books of following teachers posted under my control/school/complex have been made and verified from the original service book on PMIS portal till date:-

Name of School GSSS/GHS/GMS	Category wise detail of updated service books on PMIS					
	Lect	HM	DPE	TGT	C&V	Total
Total updated						

2. It is certified that Data entry (Form No 7 Service History & e-salary code) of e-service books of following teachers posted under my control/school/complex could not be made and verified from the original service book on PMIS portal till date due to reasons mentioned below:-

Name of School GSSS/GHS/GMS	Category wise detail of not updated service books on PMIS					
	Lect	HM	DPE	TGT	C&V	Total
Total not updated						

Reasons for not updation of e-Service books.....

3. It is certified that the name of "current office and Establishment office" has been shown correct in r/o all the teachers in the relevant field of PMIS portal\*.

Dated.....

Signature of DDO

**\*Note:** If the entry of "current office and Establishment office" is not correct on PMIS portal, It will calculate stay of previous station which is wrong action on the part of DDOs.