

**EDN-HE(14)-10/2008-PMIS-Vol-II**  
**Directorate of Higher Education**  
**Himachal Pradesh**

Dated

Shimla-171001

the

07<sup>th</sup> <sup>February</sup> ~~January~~, 2023

To

All the Dy. Directors of Hr. Education  
Himachal Pradesh

**Subject:**

**Regarding updation of sanctioned posts, filled posts, Enrolment and UDISE code of each institution for Rationalization of staff on Manav Sampada Portal.**

This is with reference to the meeting held under the chairmanship of the Additional Director (Admin) Directorate of Higher Education regarding subject cited above.

In this regard, you are directed to provide the list of the cluster schools under a Complex School for which Principal (DDO) has no access to update 'Fill Sanction Post Details' module of Manav Sampada Portal. The department will take up the matter to provide above cited access to the Principal of Complex School (DDO) with NIC Shimla. Till then update the data of complex school only. Data shall be updated within 03 days positively. A consolidated report be sent to this Directorate through email within 05 days.

Further detailed class wise/course wise data regarding student enrolment, establishment data of teaching and non-teaching staff, physical infrastructure and students' facilities may be prepared in excel sheet and be updated regularly at institution level.

**Treat it most urgent.**



(Dr. Harish Kumar)  
Jt. Director Higher Education  
Himachal Pradesh, Shimla-1

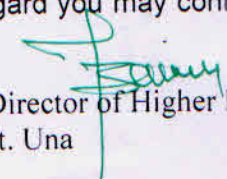
Endst.No.:-

EDN-U(IT)PMIS /2022- 554/  
O/o Dy. Director Higher Education  
Una Distt. Una

Dated :- 08/02/2023

Copy Forwarded to :-

All the Principals/ Headmasters GSSS/GHS of Distt. Una are directed for necessary compliance (any query in this regard you may contact with Nodal Officer IT Mob. 9418664441).

  
Deputy Director of Higher Education,  
Una Distt. Una