

**Personal Attention/ Time Bond**  
**MOST URGENT**

NO:-EDN-Una (IT)/PMIS-2022- 4073  
O/o Deputy Director of Higher Education,  
Una Distt. Una H.P.  
Dated .Una - the, 19<sup>th</sup> December,2022

To

All The Principals/Headmasters,  
GSSS/GHS  
District Una.

Subject :- Regarding completion of e-service book updation of every officer/official in all respect under your respective jurisdiction.

Memo,

This is in reference to the Director of Higher Education Shimla letter no. EDN-HE(14)-10/2008-PMIS-Vol-II dated 17 Dec,2022 on the subject cited above(copy enclosed).

In this regard, you are directed to update/verify e-service books in all respect of all the officer/officials under your respective jurisdiction within 5 days by ensuring that UDISE code and enrolment of school is correct on Manav Sampada Portal.

**Procedure for updation of UDISE Code and Enrolment on PMIS Portal :-**

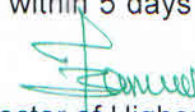
- 1) Select "My Profile" of school Data Entry and click on "Education Department Rationalization Master" "Fill sanction post Details" from dropdown list.
- 2) Fill UDISE Code, Enrolment, Sanction post and Filled post.

Thereafter send the completion report to this office within 5 days positively . So that consolidate report could be submitted to DHE Shimla in time.

**Treat it as most urgent**

Endst No. Even Dated-174303,  
Copy to:-

1. Director of Higher Education H.P. Shimla for information please.

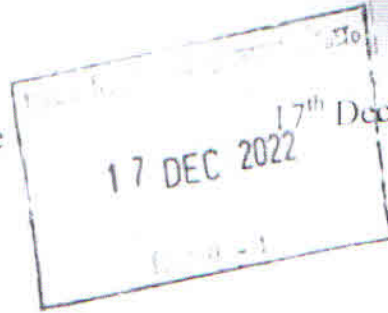
  
Deputy Director of Higher Education,  
Una Distt. Una  
December, 2022.

  
Deputy Director of Higher Education,  
Una Distt. Una

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

Dated Shimla-171001

the 17<sup>th</sup> December, 2022



To

All the Dy. Directors of Hr. Education  
Himachal Pradesh

**Subject: Regarding Completion of e-service book updation of TGTs, C&V and JBT Cadre teachers within 07 days on Manav Sampada Portal.**


This is with reference to the letter No. EDN-ELE-H(7)IT/PMIS-15/2021 dated 15.12.2022 received from the Principal Secretary (Edu.) to the Govt. of Himachal Pradesh on the subject cited above (copy enclosed).

In this regard, you are directed to update e-Service Books in all respect of all the officers/officials of the concerned district under your jurisdiction within 07 days by ensuring that UDISE code and enrolment of school is correct on Manav Samapda Portal

Thereafter send the report to this Directorate within 10 days in consolidated manner.

**Treat it most urgent.**

Encls: a/a

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

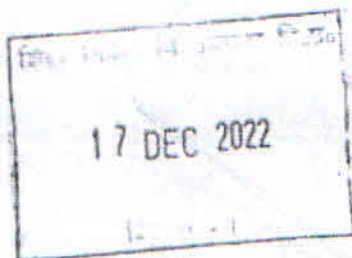
Endst No. even

Dated: Shimla

17<sup>th</sup> December, 2022

Copy for information to:

1. The Director of Elementary Education, Himachal Pradesh, Shimla-1
2. Supdt. (Gr-I) E-1, Directorate of Higher Education, HP Shimla - 1
3. Supdt. (Gr-I) Plus Two, Directorate of Higher Education, HP Shimla - 1



  
Jt. Director Higher Education  
Himachal Pradesh, Shimla-1



No.EDN-ELE-H(7)IT/PMIS-15/2021  
Directorate of Elementary Education  
Himachal Pradesh, Shimla-1  
Email: eleedu-hp@gov.in  
Dated Shimla-171001

December, 2022

To

All the Block Elementary Education Officers,  
Himachal Pradesh.


Sub: Completion of e-service book updation work of TGTs,C&Vs and JBT cadre teachers  
within 07 days on Manav Sampada portal.

Sir,

This is with reference to the directions given by worthy Principal Secretary(Education) to the Govt. of Himachal Pradesh in the review meeting held on 15/12/2022 on the subject matter cited above. In this regard you have already been intimated by this office letter No. EDN-ELE-H(7)IT/PMIS-15/2021 dated 25/11/2022 to update the e-service book of JBT,HT, CHT at BEEO's level and TGTs, C&Vs at Principal level on Manav Sampada portal. But the updation process of e-service book has not been completed till date. Therefore, you are directed to complete the said process within 07 days ensuring that UDISE code, enrolment of school is correct and e-service book of each employee is up to date on Manav Sampada portal.

Treat it most urgent and time bound matter.


Yours faithfully,

  
Director  
Elementary Education,  
Himachal Pradesh. Shimla-1

Copy for information to:

1. The Principal Secretary(Education) to the Govt. of Himachal Pradesh.
2. The Director, Higher Education, Himachal Pradesh Shimla-1 with the request to further share this letter to all the GSSS/GHS with the directions to complete the updation work of e-service book of TGTs and C&V cadre teacher within 07 days and provide completion report through email on [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com).
3. All the Deputy Directors of Elementary Education HP with the directions to follow up this matter with BEEOs on priority basis and submit completion report through email on [pmis.dee@gmail.com](mailto:pmis.dee@gmail.com).
4. Guard File

प्रारम्भिक शिक्षा विभाग (दि.प्र.)  
15 DEC 2022  
शिमला-1

  
15/12/2022  
Director  
Elementary Education,  
Himachal Pradesh. Shimla-1