

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

शिमला विदेशालय उच्चतर शिक्षा
06 MAR 2023
March, 2023

Dated Shimla-171001 the

To

✓ All the Dy. Directors of Hr. Education
Himachal Pradesh

Subject: Regarding providing completion certificate of updation of e-service book of teaching and non-teaching staff, Sanctioned, Filled, Vacant posts, Enrolment and UDISE code of each institution on Manav Sampada Portal.

As you are aware that data updation of e-Service book of employees, student enrolment and UDISE code of schools are being updated on Manav Sampada portal to make data real time. To maintain the sanctity and reliability of data it should be ensured that proper joining and relieving entries of employees should be made immediately on the PMIS Portal. Any change in data should be updated under **MY Profile menu => Education Department Rationalization Master => Sanction Post Details on PMIS portal**. For any variation between actual data and real time data of the employees the Principal of the concerned institution will be held responsible. The Nodal Officers can update the rationalization data for all institutions (GMS/GHS/GSSS) of concerned districts under **Nodal Officer => Update Sanctioned Strength at District Level** and will monitor the rationalization data on daily basis.

You are directed to provide the data completion certificate of the institutions for which they have the access to update the data on Manav Sampada Portal on or before 15th March, 2023

Treat it most urgent.

(Dr Amarjeet k Shamra)
Director of Higher Education

Endst.No.:- EDN-U(IT)PMIS /2022- **5914**
O/o Dy. Director Higher Education
Una Distt. Una

Dated: 07/03/2023
Himachal Pradesh, Shimla-1

Copy Forwarded to :-

All the Principals/ Headmasters GSSS/GHS of Distt. Una are directed for necessary compliance and send duly signed completion certificate to this office within stipulated period (any query in this regard you may contact with Nodal Officer IT Mob. 9418664441).

Deputy Director of Higher Education,
Una Distt. Una