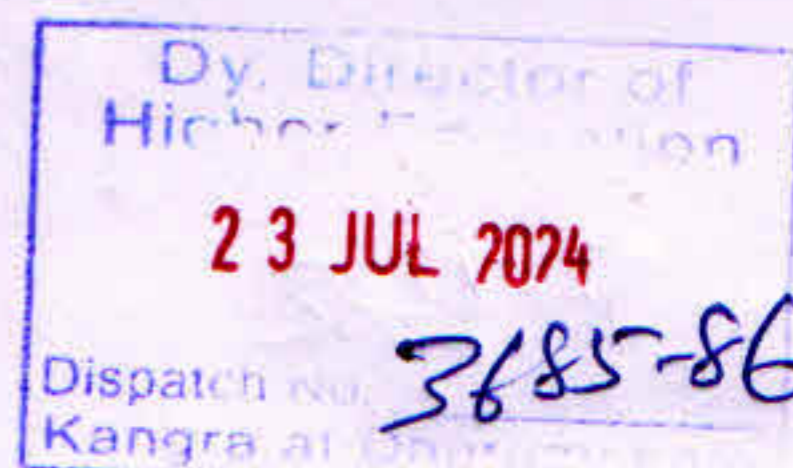


No. EDN-KGR(01)(NO) –  
Office of the Deputy Director of Higher Education  
Kangra at Dharamshala

Dated:

To

All the Principals/HMs  
GSS/GH Schools of District Kangra



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.


Memo:

This is in reference to the letter received from the Directorate of Higher Education Himachal Pradesh through the Additional Director (C) DHE, Himachal Pradesh Shimla vide letter no. EDN-HE(14)-10/2008-PMIS-Vol-II Dated: 15 July 2024 on the subject cited above.

In this context you are directed to update the e-service book of Employees, Student Enrolment and UDISE code of schools 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=> Summarized Sanctioned Post Report => Full 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.

**TREAT IT MOST URGENT**

  
Deputy Director of Higher Education  
Kangra at Dharamshala

Copy To:

1. Addl. Director (C), DHE – H.P., Shimla - 1 (for information please)

  
Deputy Director of Higher Education  
Kangra at Dharamshala



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

15 JUL 2024  
July, 2024

Dated Shimla-171001

the

Dy. Director of  
Higher Education

23 JUL 2024

Diary No. 3495  
Kangra at Dharamshala

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.**

In continuation of this office letter No. dated 06<sup>th</sup> March, 2023 on subject cited above you are once again directed to update the e-Service book of employees, student enrolment and UDISE code of schools 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 => **SUMMARIZED SANCTIONS Education Department**  
**POST REPORT Rationalization Master => Full 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.

**Treat it most urgent.**

*o/c*  
(Dr Harish Kumar)  
Addl. Director (C), DHE  
Himachal Pradesh, Shimla-1

Endst. No. even Dated: Shimla July, 2024

Copy for information to:

1. Director of Elementary Education. HP Shimla - 1.
2. All Principals/Headmasters of GSSSs / GHSs, Himachal Pradesh.

*o/c*  
Addl. Director (C), DHE  
Himachal Pradesh, Shimla-1

15 JUL 2024

UPLOADED ON @DHE WEBSITE

*Handwritten signature*