

No. EDN-KGR-(A-3) Scholarship/Gen. PMIS 2024-25 -1101/
O/o Deputy Director Higher Education
Kangra at Dharamshala(H.P.)
Telephone No. 01892-223124, Fax no. 223796
Email Id:-scholarshipkangra@gmail.com, ddhekangra1@rediffmail.com

Dated Dharamshala-176215

18-Jan-2025

To

✓ All the Principals/ Headmasters,
Govt. /Pvt. Sr. Sec. / High Schools,
In District Kangra, Himachal Pradesh.

Subject:- Regarding Updation of E-Service Books of Govt. Employees on Manav Sampada Portal.

Refer the letter No.-EDN-H (14)-10/2008-PMIS-Vol-II Dated 15.01.2025 received from the Director of Higher Education, Himachal Pradesh, Shimla on the subject cited above.

On the subject cited above, you are hereby directed to ensure that e-service books of all employees in your school/establishment are updated on PMIS Portal as of 31.12.2024. This includes details of transfer, relieving, promotions, joining, leave sanctioned, periodic increment, LPC, Pay fixation/revision and other relevant details. A Completion certificate regarding updation of all the service book (both physical as well as e-service books) must be submitted on or before 31.01.2025. Failure to comply with the ibid directions may entail action against the defaulters.

Treat it as most urgent


Deputy Director Higher Education
Kangra at Dharamshala

Endst. No. Even Dated Dharamshala

18 January 2025

Copy to:-

1. The Nodal Officer of this office to upload the letter on official websites.
2. Guard file.


Deputy Director Higher Education
Kangra at Dharamshala

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

Dated Shimla-171001 the January, 2025

15 JAN 2025

To

All the Dy. Directors of Hr. Education
Himachal Pradesh

Subject: Regarding updation of e-service books of Govt. Employees on Manav Sampada Portal.

In reference to the subject mentioned above, you are hereby directed to ensure that e-service books of all employees in your district / establishment are updated on the PMIS Portal as of 31.12.2024. This includes details of transfers, relieving, promotions, joining, leave sanctioned, periodic increments, LPC, pay fixation/revision, and other relevant details.

A completion certificate regarding updation of all the service books (both physical as well as e-services books) must be submitted on or before 31.01.2025. Failure to comply with the ibid directions may entail action against the defaulters.

Treat it most urgent.



(Dr Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh, Shimla-1
January, 2025

Endst. No. even Dated: Shimla

Copy for information and necessary action:-

1. The Director, Elementary Education, HP Shimla - 1.
2. All Principals/Headmasters of GSSSs / GHSs
3. All the Nodal Officers (IT/e-Gov.) O/o Dy. Directors of Higher Education, Himachal Pradesh take necessary action and submit the completion certificate.
4. The Branch Officer E-1 Branch Directorate of Higher Education Shimla-1
5. The Branch Officer ACR Branch Directorate of Higher Education Shimla-1
6. Guard File.



Director Higher Education
Himachal Pradesh, Shimla-1