**Deputy Director Higher Education Bilaspur (H.P.)** Office address: O/o Dy. Director Higher Education, Bilaspur, Changer Sector Near D.C office, Bilaspur-174001.

-------------------------------------------------------------------------------------------------

Ref.. EDN-DDHE (2)/2015-PMIS-Vol-ii —10161                    Date: 15-7-2024

To

        The Principals & Headmasters
        (DDOs) GSSSs/ GHSs of Distt. Bilaspur, Himachal Pradesh.

Sub:   **"Regarding Providing completion certificate of updation of e-service book of teaching and non-teaching staff, Sanctioned posts, filled posts, enrollment and UDISE code of each institution on Manav Sampada Portal"**

Memo,

        This is in reference to letter No. EDN-HE(14)-10/2008-PMIS-Vol-II, Directorate of Higher Education, dated 15th July 2024, regarding the subject cited above. In this context all the Heads (DDOs) who are responsible to update the employees PMIS on Manav Sampada Portal are directed to ensure following task in time bound manner:

1. Update the sanctioned posts, filled posts detail of all categories of Lecturers &DPEs in your school.

2. Update the sanctioned posts, filled posts detail of all categories of Non-teaching staff in your school.

3. Update the sanctioned posts, filled posts detail of all TGTs (Arts/Medical/NM), LTs , DMs, PETs, Shashtri and other teachers of your school.

4. **The sanctioned posts, filled posts detail of middle schools and High schools which are under your control and establishment/PMIS exists in your school will also be updated. The access of these schools along with UDISE code, Name and establishment detail is being refected under your school separately.**

5. To check establishment detail login from Data entry ID/password then go to: My profile menu- Education Department Rationalization Master- Sanction post Deatil on PMIS portal. You will get your main School Name and your under complex schools. Select your Main school, then you will find Designation, Sanctioned post, filled post, Total Employees in PMIS.

6. The figures under filled post and under Total employees in PMIS MUST MATCH with each other. At a time select one school, complete then select under complex school one by one. Fill the establishment detail of each school separately.

7. School UDISE code and Enrollment is mandatory to update in PMIS portal.

 

                                               Dy. Director Higher Education
                                              Bilaspur, District Bilaspur, H.P.

## Format of completion Certificate:

It is certified that total no. of ----------------- teaching and ----------------- non-teaching employees are serving in this (Main) establishment for which maintenance of e-service book is required. All the e-service books have been updated and the detail of sanctioned posts, filled post, enrollment and UDISE code of schools have been updated on PMIS portal as on 15/7/2024.

1. Under complex school Name------------

Total no. of ----------------- teaching and ----------------- non-teaching employees

Total no. of ----------------- teaching and ----------------- non-teaching employees e-service book updated along with sanctioned posts, filled post, enrollment and UDISE code.

2. Under complex school Name------------

Total no. of ----------------- teaching and ----------------- non-teaching employees

Total no. of ----------------- teaching and ----------------- non-teaching employees e-service book updated along with sanctioned posts, filled post, enrollment and UDISE code

3. Under complex school Name------------

Total no. of ----------------- teaching and ----------------- non-teaching employees

Total no. of ----------------- teaching and ----------------- non-teaching employees e-service book updated along with sanctioned posts, filled post, enrollment and UDISE code.

Signature
Principal/ Headmaster
Name of school: