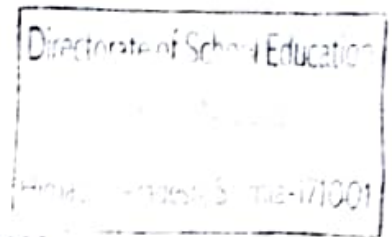


No. EDN (SE)-H (16)-F (7)01/2025-PMIS-ITCell
Directorate of School Education
Himachal Pradesh
Dated: Shimla- 171001



To

The DDSE (Elementary/Higher),
The Principals/Headmasters of GSSS/GHS,
The BEEOs
Himachal Pradesh

Subject: Mandatory update of service records and Joining/Relieving details on the Manav Sampada (PMIS) Portal.

It has been observed that in several cases the service records of employees on the Manav Sampada (PMIS) Portal are either incomplete or not updated in a timely manner. Since pension cases and various service-related matters are now being processed online through the PMIS Portal, the accuracy and completeness of employee records have become of paramount importance.

Therefore, all concerned are hereby directed to ensure that the service books of employees under their jurisdiction must be updated regularly and meticulously on the PMIS Portal. This includes, employee photograph, signature, leave accounts, Form-1, Form-2, Form-3 etc. and all other service-related particulars.

Special attention shall be given to the timely and accurate updation of Joining and Relieving details immediately after an employee joins or is relieved from a post/station. Any delay, omission, or incorrect entry in this regard adversely affects the maintenance of service records and may lead to complications in the processing of pension and other administrative matters.

The Head of Office/Institution concerned shall personally ensure that only accurate data be entered on the portal so that the 100% updation of records on PMIS portal should be achieved. Responsibility for any discrepancy, delay, or non-updation of records shall rest with the concerned authority.

Any negligence or non-compliance with these instructions shall be viewed seriously and may invite appropriate administrative action under the relevant rules.

The matter may be accorded **Top Priority** and compliance ensured in letter and spirit.

No. EDN - DDSE (2)/2015-PMIS VOL-II - 3722
of DDSE Bilaspur.

Dated: 20.6.2026

Forwarded in original with the directions
to take necessary action accordingly.
(Signature)
DD SE (Secy) Bilaspur.

(Signature)
Director of School Education
Himachal Pradesh