

No.EDN.KGR (F-7) IT-PMIS/2015-16 10462  
Office of the Dy. Director of Higher Education,  
Kangra at Dharamsala  
Dated Dharamsala the 22<sup>nd</sup> Dec, 2016  
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To

✓ All the Principals & Headmasters,  
Distt. Kangra, Himachal Pradesh.

**Sub:- Regarding achievement of 100% target in PMIS.**

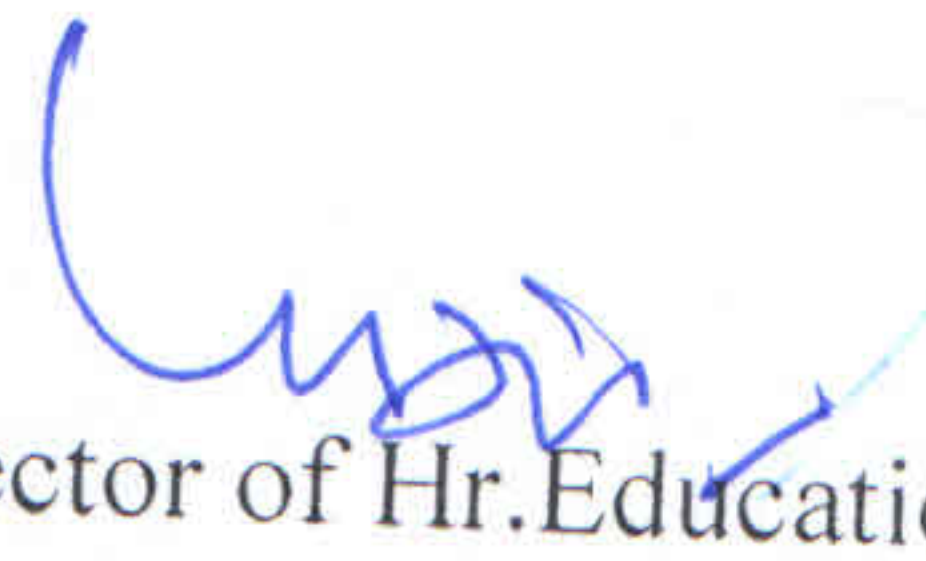
Memo,

This is in reference to the previous letters regarding updation and verification of Service books of employees working in your institutions. In this regard it is to inform you that it is a continue process and you have to make entries in regular intervals. **Most of the schools have done remarkable work but some schools have not submitted report till date. List of such schools has been enclosed.** However there are still some pending issues, which you have to solve as per the guidelines given below:

**1. Only PMIS Codes Generated:-** There are about 1331 employees in Distt Kangra whose only PMIS Codes have been generated and their initial forms (Form No 1 to 4) has not been filled. **Schoolwise list of such employees has been enclosed. Identify these employees and fill up their at least first four forms and verify them.**

Procedure to identify these employees has been explained earlier. You have to apply Data Entry code and after that go to Report/Queries>Other Reports>CLICK Data Entry status. A form will be opened and you have to go below OR. Enter all columns and your school and click "Only PMIS Codes generated".

**To fill up the initial 1 to 4 forms of such employees, Verifying code can be used.** First of all submit the form No 7 (History) for verification from data entry code. Then apply Verifying code and click verify. **Here in "VIEW" you can make necessary changes and update the record. You fill up entries in the required forms and after update, verify them.**

  
Dy. Director of Hr. Education,  
Kangra at Dharamsala

**List of Defaulter Schools:-**

S No	GSS SChools	S No	GHSs
1	GSSS Baijnath	1	GHS Lapiana
2	GSSS(G)Paprola	2	GHS Nandoli
3	GSSS Mand Miani	3	GHS Thandol
4	GSSS Naura	4	GHS Ashapuri
5	GSSS Upper Lambagaon	5	GHS Lunha
6	GSSS Alampur	6	GHS Sukker
7	GSSS Rajal	7	GHS Saddun
8	GSSS Multhan	8	GHS Deharian
9	GSSS Kuther		
10	GSSS Raja ka Talab		
11	GSSS Kauna		
12	GSSS Lohardi		

*Luor*