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Office of the Dy. Director of Higher Education,
Kangra at Dharamsala

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Dated Dharamsala the 28th March, 2017
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To

✓ The All the Principals and Headmasters,
GSSS/GHSs,
Distt Kangra, Himachal Pradesh.

Sub: - PMIS-Guidelines regard Transfer/Relieving of e-Service Book in case of transfer of any employee-New.

Memo,

This is in reference to all previous letters regarding PMIS. As some changes has been made in the software of PMIS and due to which the procedure to transfer the e-service book also has been changed. Following are the key points which must be kept in mind while transfer/relieving of any employee.

Join At:-

1. Join at Entry is mandatory. If entry is already available in History Sheet of Form No 7, even then make again the Join At Entry for which Go to Form No 7 and follow the procedure as below:-
 - a) Go to New Entry in e-service book transaction and click Form No 7.
 - b) Click Joining/Relieving detail.
 - c) Select Backlog Entry and then select Joining detail.
 - d) Enter the Order No and date wide which the employee has joined in the present office from where he is going to be transferred now. (This is old entry).
 - e) Enter the remaining fields and at last "SAVE" the page by clicking option "SAVE".
 - F) Now joining Entry will reflect at the bottom of page.
 - g) Now select the text (Name of school) which is underlined of Joining Entry at Extreme left side. The option UPDATE, LOCK and DELETE will appear. Click "LOCK" option (Mandatory). Message of successfully locked will appear.

Transfer to:


2. Now again select Form No 7 from e-service book transaction new entry. Enter the PMIS Code and click search.
3. **Select Transfer to and enter all fields, then "SAVE" and LOCK the entry.**

Relieve From:-

4. **For relieving click Joining/Relieving New Blinking Option.**
5. **Select Online/Manual option** and then relieving detail option.
6. Enter the date of relieving and Click at Box where "Against Joining Order" written. The orders will reflect automatically and these orders are taken from join at Entry automatically.
7. Enter all relevant fields from Distt, Office name, office level etc. of next station. Enter Next station where Establishment Office is asked.
8. Save the Page. Similarly click the text which is underlined at extreme left side of the entry at bottom of the page.
9. Option of UPDATE and LOCK will appear, and then choose lock.
10. Message will appear "Office and Establishment has been successfully changed."

It is worthwhile to mention here that without joining at entry, the present station of employee will not change. Joining At Entry is mandatory for the employees whether it is available in History Sheet already or not. After relieving, the posting office will not change. It will change when employee will be joined at next station.

Even then if you face any difficulty in this process of transfer and relieving, Contact **Sh Subhash Ranaut Nodal Officer (e-Gov)** in the office of the undersigned.


Deputy Director of Higher Education
Kangra at Dharmshala.