

No. DIT-G(2)-5/2004 - 1380-1470  
Department of Information Technology  
Government of Himachal Pradesh

From

**Principal Secretary (IT) to the  
Government of Himachal Pradesh**

To

**All the Secretaries/ Heads of Departments/ Deputy  
Commissioners in Himachal Pradesh**

Dated: Shimla-2, the 11<sup>th</sup> July, 2011

**Subject: - Procedure for Verification of Service Records under PMIS**

Dear Sir/ Madam,

Apropos of the decision taken in the COS meeting held on 28-06-2011 regarding verification of service records under PMIS, it has now been decided that every Department shall ensure completion of data pertaining to service records of its employees. The procedure for verification of service records under PMIS, to be followed by each Department, is outlined in detail at **Annexure-A**.

You are requested to ensure that necessary steps be taken to ensure that service records of employees working under your departments are completed and verified as per the procedure described at Annexure-A.

Yours sincerely,

  
**Director,**  
**Department of Information Technology,**  
**Himachal Pradesh.**

OC

**PROCEDURE FOR VERIFICATION OF SERVICE RECORDS  
UNDER PERSONNEL MANAGEMENT INFORMATION SYSTEM  
(PMIS)**

URL of Website: <http://admis.hp.nic.in/genpmis>

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**Step – 1: (Online Option)**

- Data Entry of Master Data such as Offices, Designation, Sanctioned Strength etc.  
**Action By: Head Office**
- Generation of Employee Codes  
*(Parameters Needed: Name, Father/Husband Name, DOB, Designation, Current Posting)*  
**Action By: Concerned Establishment Branch**

**Step – 2: (Online/Offline Option)**

- Data Entry of Employee Service Books (eService Books)  
*Twelve Forms have been classified and standardized for recoding employee's record  
(List enclosed herewith)*  
**Action By: Concerned Establishment Branch**

**Step – 3: (Online Option Only)**

- Each employee has to check his/her eService Book online and report the corrections (if any) to the concerned establishment office.  
**Action By: Concerned Employee;**  
**Departments to issue circular in this regard asking all employees to check and report on corrections on the service record entered in PMIS.**  
**Target Date: July 31<sup>st</sup> 2011**

**Step – 4: (Online Option)**

- Correction of eService Books (after receipt of responses by employees on their service book entries)  
**Action By: Concerned Establishment Branch**
- Verification of eService Books.  
**Action By: Concerned Establishment Officer**
- Printing of eService Books  
**Action By: Concerned Establishment Branch**
- Signing of printed eService Books  
**Action By: Concerned Establishment Officer**  
**Target Date: August 31<sup>st</sup> 2011**

**USAGE OF PMIS:** All departments are advised that following personnel/ establishment matters must be processed through PMIS (upon completion of verification of service records):

- Day to Day Online Transactions (Such as Pay Fixation, Increment, ACR Submission, Reversion, Departmental Exam etc.)
- Online creation of Promotion and Transfer Orders
- Online entry of Relieving and Joining details