

PERSONAL ATTENTION
MOST IMMEDIATE

No.Per(AP-B)A(8)-3/2008
Government of Himachal Pradesh
Department of Personnel (AP-II)

Dated Shimla-2, 16th July, 2008.

From

Chief Secretary to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the
Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Divisional Commissioners in Himachal Pradesh.
4. All Deputy Commissioners, Himachal Pradesh.

Subject: Utilization of PMIS - Entry of service details of all
officers /officials.

Sir,

I am directed to refer to this department letter of even
number dated 15th July, 2008 on the subject cited above and to say that now
the date of commencement of the training programme is 29-07-2008(copy of
schedule is enclosed). Training will be given in Room No. 613A, Armsdale
Building, H.P.Secretariat, Shimla-2 at 11.00 AM to 5.00 PM every day with half
an hour lunch break.

It is, therefore, requested that the following 3
officers/officials from Head Office of each department may be deputed for
the said training as per schedule:-

1. Head of Office Administrator for giving permissions to
the employees for entering the service book and
verifying including the field offices and user
management.
2. One person for data entry of service books.
3. One person for verifying the e-service books.

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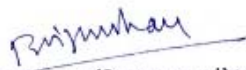
In addition, the officers/officials who attend the aforesaid training ~~from~~ Head Office should bring the following list/documents:-

1. List of all offices up-to the lowest level in the department.
2. List of all existing designations in the department.
3. Two service books for data entry.

The training schedule and other related information is available under top menu bar option "eService" (eServicebook-(Personnel-MIS)) at <http://himachal.nic.in> web site.

This may be treated as **MOST URGENT**.


Yours faithfully,


Deputy Secretary(Personnel) to the
Government of Himachal Pradesh.

No. Per(AP-B)A(8)-3/2008 Dated: Shimla-171002 ~~16th~~ July, 2008.
Copy alongwith training schedule is forwarded to:-

1. The SIO and Senior Technical Director, National Informatics Centre, 6th floor, H.P.Sectt. Shimla-2 for information and further necessary action.

2. The Additional Secretary(SA-R&I-II) to the Government of Himachal Pradesh, Shimla-2 for information and further necessary action. He is requested to please book the Room No. 613A, Armsdale Building for the training programme w.e.f. 29-07-2008 to 11-09-2008 and depute the officials for providing drinking water & cleaning the room etc for the aforesaid period.


Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.
