

PERSONAL ATTENTION  
MOST IMMEDIATE

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

Dated Shimla-2, 24<sup>th</sup> October, 2008.

From

Chief Secretary to the  
Government of Himachal Pradesh.

To

1. Registrar General,  
High Court of Himachal Pradesh.
2. Director,  
Environment, Science & Technology,  
Shimla-171002.
3. Registrar,  
Directorate of Cooperation,  
Kasumpti, Shimla-171009
4. Director,  
Tech. Education, Sunder Nagar,  
Distt. Mandi.
5. Presiding Officer,  
H.P.Industrial Tribunal-cum-Labour Court,  
Shimla-171001.
6. Director,  
Sainik Welfare Department,  
Hamirpur.
7. Director,  
Information Technology,  
Shimla-171009.
8. Controller(F&A),  
Department of Personnel,  
H.P.Secretariat, Shimla-171002.
9. All the Managing Directors, Registrars, Secretaries of Boards,  
Corporations, Autonomous Bodies etc. in Himachal Pradesh.

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

Sir,

I am directed to refer to this department letters of even number dated 15<sup>th</sup> July, 2008 and 16<sup>th</sup> July, 2008 on the subject cited above and to say that the date of commencement of the training programme for leftout deptts. and Boards/ Corporations/ Autonomous Bodies is 10-11-2008(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/Board/Corporation/Autonomous Body 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.

...2....

SSA (SK)  
for Mo.  
PSA (DK)  
25-10-08  
NCHP State Unit Shimla  
Diary No...15.14.....  
Diary Date...25.10.08

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 will also be 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,

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

No. Per(AP-B)A(8)-3/2008

Dated: Shimla-171002

24<sup>th</sup> October, 2008.

Copy alongwith training schedule is forwarded to:-

1. The SIO and Senior Technical Director, National Informatics Centre, 6<sup>th</sup> 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. 10-11-2008 to 28-11-2008 as per schedule and depute the officials for providing drinking water & cleaning of the room etc for the aforesaid period. Besides, He is requested to arrange tea to all the participants in both the sessions of the training programme.

3. The Manger, H.P.Secretariat Canteen for information and further necessary action.

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

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Training Schedule for Personnel MIS Software ( w.e.f. 10 -11-2008 to 28 -11-2008)

Organized by

National Informatics Centre, Himachal Pradesh, Government of India. and Department of Personnel,  
Himachal Pradesh.

Sr. No.	Date	Name of Department/ Boards/ Corporations/Autonomous Bodies	Participants: (3 persons from Head Office of each departemnt)
1	10/11/2008	1 High Court 2 Environment, Science & Technology 3 Agro Industrial Packaging India Ltd. 4 Agro Industries Corpn. 5 H.P.Ex-Servicemen Corporation,	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
2	12/11/2008	1 Financial Corporation 2 Forest Corporation 3 General Industries Corporation 4 H.P.M.C. 5 H.P.SC & ST Dev. Corporation	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
3	14/11/2008	1 H.P.State Env. Protection & Pollution 2 Coop. Marketing Consumer 3 Coop. Dev. Fed.(HIMCOFED) 4 H.P.State Electricity Board. 5 H.P.State Electricity Regulatory Commission	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
4	17/11/2008	1 State Industrial Dev. Corporation. 2 State Small Ind. & Export Corporation 3 H.P.Road Transport Corporation 4 H.P.Housing & Urban Dev. Authority 5 Khadi and Village Ind. Board	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
5	19/11/2008	1 Municipal Corporation, Shimla 2 State Civil Supply Corporation 3 State Coop Milk Producers Fed. Ltd. 4 State Council for Science Tech. & Env. 5 State Energy Dev. Agency(HIMURJA)	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
6	21/11/2008	1 Electronic Dev. Corporation 2 Handicraft & Handloom Corporation 3 State Social Wel. Board 4 State Coop. Wool Procurement & 5 Himachal Backward Classes Fin. & Dev.	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book

Sr. No.	Date	Name of Department/ Boards/ Corporations/Autonomous Bodies	Participants: (3 persons from Head Office of each departemnt)
7	24/11/2008	1 H.P.Agr. Marketing Board. 2 H.P.Minorities Fin. & Dev. Corporation 3 H.P.Road & Other Infrastructure Dev. 4 H.P.Power Corporation Ltd. 5 H.P.Infrastructure Dev. Board 6 Controller(F&A) H.P.Secretariat.	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
8	26/11/2008	1 H.P.Bus Stands Management & Dev. 2 Nahan Foundries. 3 Board of School Education, Dharamshala 4 Board of Tech. Education, Dharamsala 5 Technic Education, S/Nagar 6 H.P.University, Shimla	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
9	28/11/2008	1 Horticulture University, Solan 2 Agriculture Univerisity, Palampur 3 Cooperation Deptt. 4 Information & Technology 5 H.P.Ind. Tribunal-cum-Labour Court. 6 Sainik Welfare Deptt. Hamirpur	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book