

**No.EDN-A-Chha(5)-2/2015.**  
**Government of Himachal Pradesh,**  
**Department of Higher Education.**

From

The Principal Secretary (Hr. Education) to the  
Government of Himachal Pradesh.

To

✓  
The Principal,  
Govt. Degree College .....,  
District....., (H.P.)

Dated Shimla-171002, the 18<sup>th</sup> April, 2017

**Subject:-** Regarding supplying of Establishment reports alongwith enrolment subject wise in respect of Principal (College Cadre), Pracharya (Sanskrit College Cadre), Assistant/Associate Professor (College Cadre), Acharya (Sanskrit College Cadre) and non teaching categories regularly and updating of PMIS.

Sir/ Madan,

I am directed to refer to the subject noted above and to say that the establishment reports send by the Principal(s)/ Officiating Principal(s) (College Cadre) and Pracharya(s)/ Principal(s) (Sanskrit College Cadre) are required to be updated by including the following:-

1. Recently the Govt. has appointed Assistant Professor(College Cadre) in various subject i.e. Maths, Music(Instrumental), Tour & Travel, Psychology, Sculpture, Dance, Sanskrit, Painting, Philosophy, Applied Arts, Computer Application, Chemistry, Sociology, English, Education, Geography, Physics, Political Science, Zoology, History, Physical Education, Hindi, Commerce etc. Accordingly the updation is required to be done in Establishment reports.
2. The information in respect of students enrolment (Major + Minor + Compulsory = Total enrolment) in each subject is required to be updated as per **Annexure-B**.
3. On 21<sup>st</sup> December, 2015 some posts in the subject of English throughout the State(copy enclosed), after reationalization, have been shifted to some other College and remaining to surplus pool of DHE. But in the information received from some Colleges the posts have not been shown as per notification dated 21<sup>st</sup> December, 2015. In addition to this, number of posts have been shifted in other subjects to other Colleges and surplus pool of Director of Higher Education as per requirement. Accordingly such updation also is required to be done in Establishment reports (Column No. 3 & 4 of **Annexure-A**).
4. In number of College(s), Assistant Professor are woking on local (PTA) which are not shown in the establishment reports received from the concerned College(s), which is required to be mentioned in Column No. 9 of Annexure-A.

5. The information in respect of Assistant/ Associate Professor(s) who have served in tribal area/ difficult/ hard area with period they have actually served, is required to be clearly mentioned in the column No. 13 of Annexure-A.
6. The information relating to ANO NCC working in the College(s) is also required to be mentioned in the column No. 16 of Annexure-A.
7. Recently Commerce Classes have been started in all Colleges of state and the post of A.P.s Commerce have been shifted from surplus pool/created (copy enclosed). Thus the information is required to be updated. In addition to this, in some Colleges, recently Science classes have been started and posts of A.P.s in Science stream have been shifted from such Colleges, where there Science stream is not running or from such Colleges where were extra posts. Thus, the information in respect of such posts is required to be updated.
8. During the time of posting of fresh incumbents the posts in various subject have been shifted from College(s) to surplus pool of DHE and other colleges as per requirement (Copies enclosed). Thus the information in respect of such posts is required to be updated.
9. Recently 36 posts of Assistant/Associate Professor in Music (Instrumental+Vocal) have been created in various Colleges. In addition to this 22(12 posts (Instrumental) & 10 Posts(Vocal) posts of Assistant/ Associate Professor Music (Instrumental+Vocal) have been shifted from surplus pool of DHE to various Colleges. Thus the information in respect of such posts is required to be updated.
10. The students enrolment is required to be sent subject wise as per Annexure-B. Thus, all the Principal(s) are strictly directed to send the information i.e. students enrolment as per performa enclosed herewith.
11. The posts of teaching and non-teaching staff have been created in newly taken over College namely Govt. Degree College, Shivnagar, Sugh-Bhatoli and Govt. Sanskrit College, Tungesh(Shimla). Accordingly the updation is required to be done in Establishment reports.
12. The rationalization in respect of Commerce and Science Streams(College Cadre) have been issued vide this department's notification No. EDN-A-Kha(1)-2/2013-Loose, dated 30<sup>th</sup> July, 2016. But later on vide this department's notification of even NO. dated 12<sup>th</sup> August, 2016 the said orders were put in abeyance till further order(Copy enclosed). In view of above, the status of the posts in Commerce and Science Streams as was before 30<sup>th</sup> July, 2016 be updated.
13. In addition to this many posts have been shifted from surplus pool of DHE and College(s) to other Colleges(s) time to time as per requirement, which is required is required to be updated.
14. In case of promotions of Associate Professors(College Cadre) near future to the post of Principals(College Cadre) the establishment required to be updated.
15. In many Colleges Music(Vocal) and Instrumental both are running. In such Colleges, the information in respect of enrolment is required to be sent separately alongwith designation i.e. A.P. in Music(Instrumental) or A.P. Music(Vocal).

16. All the Principal/Officiating Principal(College Cadre) are directed to send the e-mail of the college, pin code, land line number as well as mobile number alongwith above information.

In addition to this, PMIS data in respect of Principals, Pracharyas, Assistant/ Associate Professors, Acharyas and other categories, working in Govt. College(s) and Govt. Sanskrit College(s) respectively and in respect of other categories is also required to be updated regularly on their transfer/ postings and even in case of fresh appointment. Number of times directions have been issued to all concerned for uploading/ updating the online in PMIS, but it is a matter of great surprise that the instructions issued by the Government are not being adheared to in letter and spirit. The Principal(s)/ Pracharya(s) of all the Government Colleges/ Government Sanskrit Colleges are not sending the said information complete and regularly.

All the Principals/ Officiating Principals of Government Degree Colleges/Government Sanskrit Colleges are hereby, once again directed to comply with these orders/ instructions in letter and spirit and update the PMIS data regularly in respect of above mentioned categories immediately working under their control and also send the establishment report regularly on the format enclosed at Annexure-A and Annexue-B respectively through(only pdf format) email i.e. **collegeeducationhp@gmail.com** and also a hard copy of the same be also sent regularly to the undersinged i.e. **Joint Secretary(Higher Education) to the Govt. of Himachal Pradesh, H.P. Sectariate Shimla-2** as well as to the Director of Higher Education, Shimla-171001. Non adherence of these instructions/ directions shall be viewed seriously.

**The receipt of these instructions be acknowledged.**

Yours sincerely,

*Naresh Thakur*

(Naresh Thakur)

**Joint Secretary (Hr. Edu.) to the  
Government of Himachal Pradesh.**

Endst. No. **EDN-A-Chha(5)-2/2015** dated: Shimla-171002, 18th April 2017  
Copy to:-

1. **The Director of Higher Education, Himachal Pradesh, Shimla-171001. He is requested to direct all the concerned to send updated information regularly without any delay.**
2. **The under signed for information.**
3. **The PS to W/Pr. Secretary(Education) to the Government of Himachal Pradesh.**

(Naresh Thakur)

**Joint Secretary (Hr. Edu.) to the  
Government of Himachal Pradesh  
e-mail: collegeeducationhp@gmail.com  
Phone No. 0177-2628501.**



**ANNEXURE-B**

**Performa for sending enrolment in r/o all subjects**

Sr. No.	Subect	Sanctioned posts	Vacant posts	Class/ Cours	Major	Minor	Compulsory	Grand Total
1	English	-	-	Sem. II	-	-	-	Sem-II+
				Sem-IV	-	-	-	Sem-IV +
				Sem-VI	-	-	-	Sem-VI +
				PG Sem-II	If any	-	-	enrolment of PG
				PG Sem-IV	If any	-	-	Classes if
				Sem-VI	If any	-	-	any.
2	Hindi	-	-	Sem. II				-----
				Sem-IV				
				Sem-VI				
				PG Sem-II	If any			
				PG Sem-IV	If any			
				Sem-VI	If any			
3	<b>Similarly in respect of all subjects</b>							
Total students enroment in Art+ Commerce+Science Stream=.....								

(Name of Principal)  
Govt. Degree College-----  
Tehsil---, Distt.-----H.P.  
(Pin Code-----)  
e-mail:-----  
Phone No.----- (Mobile---)

**Note:- In case of starting of fresh semester the change is required to be done in fifth column accordingly.**

**The information in respect of copies mentioned in the letter and in respect of latest appointment of Assistant Professors(College Cadre)/shifting of posts is available on website [www.himachal.nic.in](http://www.himachal.nic.in) (Education) link i.e. <http://himachal.nic.in/index.php?lang=1&dpt id=239>**

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