

Question 1: When employee PMIS code is de-activated?**Answer:**

Employee PMIS code is de- activated in following cases:

- Retirement
- Death
- Voluntary Retirement
- Resignation

Question 2: When employee PMIS code changes?**Answer:**

New Employee PMIS Code will be assigned if parent department of the employee is changed e.g.

On Promotion From	Previous Parent Department	Current Parent Department	Whether New PMIS Code will be assigned
From TGT To PGT	Elementary Education	Higher Education	Yes
From Naib Tehsildar To Tehsildar	Divisional Commissioner Kangra, Shimla or Mandi	FC-Revenue	Yes
From Section Officer To Under Secretary	HP Secretariat, Shimla	Personnel	Yes
From Tehsildar To HAS	FC-Revenue	Personnel	Yes

On Promotion or Transfer From	Previous Establishment Department	Current Establishment Department	Whether New PMIS Code will be assigned
Promoted as Head of the Department (HOD) e.g. E-in-C (IPH/PWD), Director (Higher Education) etc.	IPH PWD Higher Education	Personnel	No
Transferred of Naib Tehsildar	DC Solan	DC Shimla	No

Question 3: Where will be the e-Service book available for updation ?

Answer: e-Service book will be updated in respective establishment offices e.g.

Designation	Parent Department	Current Posting	Establishment Office	Office where e-Service Book to be updated
Junior Engineer	IPH	IPH Section Junga	IPH Division No I Shimla	IPH Division No I Shimla
Naib Tehsildar	Divisional Commissioner Kangra	Tehsil Nadaun	SDM Nadaun	SDM Nadaun
Tehsildar	FC-Revenue	Tehsil Hamirpur	DC Office Hamirpur	DC Office Hamirpur
E-in-C	IPH	IPH Head office, Shimla	Personnel, H.P. Secretariat	Personnel, H.P. Secretariat
Chief Engineer	IPH	IPH Head office, Shimla	Personnel, H.P. Secretariat	Personnel, H.P. Secretariat
Director (Higher Education)	Higher Education	Directorate of Higher Education, Shimla	Personnel, H.P. Secretariat	Personnel, H.P. Secretariat
Under Secretary, HP Secretariat	HP Secretariat	HP Secretariat	Personnel, H.P. Secretariat	Personnel, H.P. Secretariat