

Government of Odisha  
Higher Education Department

No.: 36389 /HE, Dated: 27/12/2016  
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**HE- FE- II(A)-MISC- 0024/2014**

From

Sri Vinod Kumar, IAS  
Officer on Special Duty

To

The Principals (Both Junior and Degree)  
Govt. / Autonomous/ Non-Govt.(Aided/ Block Grant/ Un-Aided)

**Sub: Filling up of on-line PIMS format**

Madam/Sir,

I am directed-to say that the Personnel Information Management System(PIMS) module has already been linked to DHE website ([www.dheodisha.gov.in](http://www.dheodisha.gov.in)). All Regional Directors of Education have also completed the training programs of the master trainers of the Nodal Colleges under their respective jurisdictions.

You are, therefore directed to complete the process of filling up the formats at the Individual level as well as the College level between 2<sup>nd</sup> January and 20<sup>th</sup> January, 2017 positively.

1. Access the PIMS site from the DHE site ([www.dheodisha.gov.in](http://www.dheodisha.gov.in)) or access directly the PIMS site ([www.pimshed.nic.in](http://www.pimshed.nic.in)). Use the College login, as used in SAMS application.
2. For any inquiry, please contact your nodal college and for any technical query/ support, please drop a mail to:

[helpdeskpims@gmail.com](mailto:helpdeskpims@gmail.com)

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

Yours faithfully,

*[Signature]*  
27.12.16

Officer on Special Duty

Memo No: 36390 / HE, Dated: 27/12/2016

Copy forwarded to the Director, HE for information and issue instruction to all colleges to complete the process by 20<sup>th</sup> January, 2017.

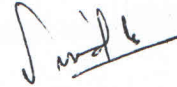
*[Signature]*

Officer on Special Duty

(P.T.O)

Memo No: 36391 (3) / HE, Dated: 27/12/2016

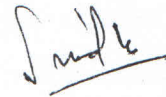
Copy forwarded to the RDEs (BBSR/Berhampur/Sambalpur) to coordinate with the District Level Consultants (DLCs) to visit the colleges under their jurisdiction and take special initiative to complete the process by 20<sup>th</sup> January, 2016.



Officer on Special Duty

Memo No: 36392 / HE, Dated: 27/12/2016

Copy forwarded to all District Level Consultants (DLCs) to visit the colleges of their respective districts and facilitate the process of filling up the on-line format by 20<sup>th</sup> January, 2017 and submit the report to their respective RDEs.



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