

No. Fin (TR)A(5)13/94-V-Loose(133928) | 4634 Dt 17/1/2026
 Government of Himachal Pradesh
 "Finance Department"
 Treasuries, Accounts & Lotteries

To

The Principal Accountant General (A&E),
 Himachal Pradesh
 Shimla-171003

Dated: Shimla-171009, the 17 January, 2026

Subject:- Regarding submission of Pension Papers through Manav Sampada

Sir,

Kindly refer to letter no. NIC HP/HPPMIS/January-2026-611-612 dated 03-01-2026 addressed to this office and copy mark to your office. In this regard, it is submitted that the head of office/DDO have started sending Manav Sampada generated papers to the AG in respect of prospective retirees. The NIC has also confirmed that the data is being made available on IM Server.

As suggested by the Deputy Director General-cum-SIO, NIC, the IM Server may kindly be kept ON 24*7 so that data pertaining to pension cases are made available on real time basis to the office of AG. As discussed earlier also pension papers created through Manav Sampada may only be accepted and typed/handmade pension papers may be kept on hold till the data by the Head of Office/DDO is made available through Manav Sampada.

Signed by
 Vijay Wardhan
 Date: 16-01-2026 13:27:25

Vijay Wardhan (IAS)
 Director
 Treasuries, Accounts & Lotteries
 Shimla-171009

Endst. No. Fin (TR) A (5)13/94-V-Loose (133928) Dated the 17 January, 2026
 Copy to:-

All the HODs with the request to direct all Head of Offices/DDOs to prepare and submit the pension cases of prospective retirees only through Manav Sampada. AG HP will not accept the physical form of Pension cases w.e.f 01-02-2026.

2. The Deputy Director General-cum-SIO, NIC-HP, Shimla-2 for information please.

Director
 Treasuries, Accounts & Lotteries
 Shimla-171009

सुशील ठाकुर, आईएएस
प्रधान महालेखाकार
Sushil Thakur, IA&AS
Principal Accountant General



कार्यालय प्रधान महालेखाकार (ले० व ह०)
हिमाचल प्रदेश, गॉटन कैसल
शिमला-171 003
Office of the Principal Accountant General
(A&E) Himachal Pradesh,
Gorton Castle, Shimla-171 003

January 13, 2026

I am writing to invite your kind attention to the implementation of the **End-to-End Digitization Project for Pension and General Provident Fund (GPF)**, as already communicated vide this office's earlier D.O. letters dated 04.11.2025 and 24.12.2025.

The online system has been tested and implemented successfully, and this office has been issuing e-Authorities for GPF final payment, Regular Pension & Family Pension cases.

However, it is observed that most Pension and GPF cases are still being submitted in physical mode, which is causing avoidable delay and duplication of work. Continuation of both online and offline modes is defeating the purpose of digitization and affecting timely disposal of cases.

In this regard, a meeting was held on 29.12.2025 with the Director, Treasuries and after deliberations it was agreed that a cut-off date should be fixed for a complete switch over to the online system.

It has therefore, been decided that GPF and Regular Pension & Family Pension cases shall not be accepted in physical form **with effect from 01.02.2026** and shall be summarily returned. Also, Pension (Revision) cases shall be accepted only up to **28.02.2026**.

I would, therefore, request your cooperation in issuing necessary instructions to ensure that all Pension and GPF cases are submitted only through the online mode from the above dates. The Treasury department may like to hold sensitization trainings with the stakeholders in this regard. My office shall also actively assist in the process.

This measure will greatly facilitate timely processing of cases and ensure smooth and effective implementation of the digitization project.

Yours sincerely,

Sd/-

Shri Devesh Kumar,
Pr. Secretary Finance to the
Government of Himachal Pradesh,
Finance Department
Shimla-171002.

Copy for information and necessary action to:-

1. The Director (Treasuries, Accounts & Lotteries), Government of Himachal Pradesh, Shimla - 171002 (HP).
2. The Dy. Director General, NIC, 6th Floor, Shimla HP-171002.



Deputy Accountant General

हिमाचल प्रदेश सरकार
विभागीय परीक्षा बोर्ड
फैयरलान्ज, शिमला-171012
संख्या हिपा (परीक्षा)- 21/76-9

दिनांक: ०१ सितम्बर, 2023

अधिसूचना

भारतीय प्रशासनिक सेवा/हिमाचल प्रदेश प्रशासनिक सेवा, भारतीय वन सेवा/हिमाचल प्रदेश वन सेवा, तहसीलदार व नायब तहसीलदार, राज्य में कार्यरत अन्य समस्त राजपत्रित अधिकारी/पात्र अराजपत्रित अधिकारी (अधीक्षक ग्रेड-II व वरिष्ठ सहायक) तथा आवाकारी एवं कराधान विभाग के आवाकारी एवं कराधान निरीक्षकों/ हिमाचल प्रदेश स्कूल विकास बोर्ड के राजपत्रित अधिकारी / पात्र अराजपत्रित अधिकारी तथा हिमाचल प्रदेश राज्य विद्युत बोर्ड लिंग के अनियन्त्राओं व हिमाचल प्रदेश पर्यटन निगम के वरिष्ठ प्रबन्धकों/ राजस्व विभाग के पटवारियों व कानूनीयों के लिए विभागीय परीक्षा का आयोजन संलग्न समय सारणी (Date Sheet) के अनुसार हिमाचल प्रदेश विभागीय परीक्षा बोर्ड हिपा फैयरलान्ज, शिमला-171012 द्वारा दिनांक 21.11.2023 से 29.11.2023 तक किया जा रहा है। उम्मीदवारों की सुविधा के लिए "वित्तीय प्रशासन" वर्ष संख्या-1 का आयोजन विभाग के अलावा नई तथा धर्मशाला में भी किया जाना है। इन परीक्षाओं का आयोजन हिमाचल प्रदेश विभागीय परीक्षा नियम, 1997; जोकि समय-समय पर सशोधित किए गए हैं, के अन्तर्गत किया जाएगा।

अतः समस्त इच्छुक उम्मीदवारों को सूचित किया जाता है कि प्रतिदिन, ग्राहक का सत्र लीक 10.00 बजे तथा संतार का 2.00 बजे, बात दोपहर, आरम्भ होता। जो उम्मीदवार विभागीय परीक्षा में बैठना चाहते हैं वे अपना आयोजन अौनलाइन प्रक्रिया के नाम्य से मानव सम्पदा पोर्टल पर कर सकते हैं। आयोजन करने की प्रक्रिया 08.09.2023 की शुरू होगी व प्रार्थी 07.10.2023 तक आयोजन कर पाएंगे। तल्पश्चात् प्रार्थीयों के लिए आयोजन की विन्डो खाली हो जाएगी। प्रार्थीयों के आयोजन तभी मात्र होते जब उनके विभागाधार्यों द्वारा उन्हें अनुमोदित किया जाएगा। विभागाधार्य प्रार्थी द्वारा किए गए आयोजन को 16.10.2023 तक अनुमोदित कर पाएंगे। इसके उपरान्त विभागाधार्य की विन्डो भी बन देती हो जाएगी। अन्यर्थीयों के प्रवेश परत यही मानव सम्पदा पोर्टल पर उनके खाली में प्रदानीत हो जाएगी। यदि किसी अन्यर्थी का प्रत्र अधूरा पाया जाता है तो उसे रद्द कर दिया जाएगा।

प्रार्थी व विभागाधार्यों के लिए ऑनलाइन आयोजन की प्रक्रिया की पूर्ण जानकारी एवं परीक्षा की समय सारणी (Date Sheet) [www.hipashimla.nic.in](http://HIPA Website www.hipashimla.nic.in) पर उपलब्ध है, वहां से डाउनलोड की जा सकती है।


(हस्त राज सेवक)
सचिव,
हिमाचल प्रदेश विभागीय परीक्षा बोर्ड
फैयरलान्ज, शिमला-171012.

पृष्ठांकन संख्या हिपा (परीक्षा)21/76-9

दिनांक : ०१ सितम्बर, 2023

प्रतिलिपि सुननार्थ एवं आवश्यक कार्यवाही हेतु निम्न को प्रेषित की जाती है-

- मुख्य सचिव, हिमाचल प्रदेश सरकार के निजी सचिव, शिमला - 171002.
- रामरत्न अधिकारीका विभागीय सचिव/प्रधान सचिव/सचिव, हिमाचल प्रदेश सरकार शिमला - 171002
- वित्ताध्यक्ष (राजस्व), हिमाचल प्रदेश सरकार शिमला - 171002
- मण्डलाध्यक्ष, शिमला मण्डल, शिमला - 171002/कांगड़ा मण्डल धर्मशाला एवं मण्डी मण्डल, मण्डी हिंग्रा 01
- शिपिंडे रामरत्न, पंजी जिला चाम्प हिमाचल प्रदेश।
- समस्त उपाध्यक्ष, हिमाचल प्रदेश।
- समस्त विभागाधार्य, हिमाचल प्रदेश।
- सचिव, हिमाचल प्रदेश लोक सेवा आयोग, शिमला - 171002 को सूचनार्थ।
- बन्दोबस्तु अधिकारी, किनीर एवं शिमला कस्तम्टी शिमला - 171009 कांगड़ा स्थित धर्मशाला हिंग्रा 01।
- निवेशक, मू- अधिकारी एवं मू- एकमीकरण विभाग कस्तम्टी, शिमला - 171009
- सचिव, हिंग्रा 01 स्कूल विकास बोर्ड, धर्मशाला जिला कांगड़ा हिंग्रा 01।
- अध्यक्ष/सचिव, हिंग्रा 01 राज्य विद्युत बोर्ड लिंग विद्युत भवन शिमला-171004
- प्रबन्ध निवेशक, हिंग्रा 01 पर्यटन विकास निगम शिमला-171001

कृपया

- 14 नियन्त्रक, मुद्रण एवं लेखन सामग्री विभाग, घोड़ा चौकी, शिमला -171005 को भेजकर अनुरोध किया जाता है कि उपरोक्त अधिसूचना को राजपत्र में शीघ्र प्रकाशित करवाने की कृपा करें।
- 15 निदेशक, सूक्ता एवं जन सम्पर्क विभाग, शिमला-171002 को भेजकर अनुरोध किया जाता है कि उपरोक्त अधिसूचना को लैडिंग समाचार पत्रों में शीघ्र प्रकाशित करवाने की कृपा करें।
- 16 दिसंबर 2010 तिथि प्रशासन संस्थान के सभी शाखा प्रभारियों को सूचनार्थ।
- 17 सहायक प्रधायापक (IT) हिंपा से अनुरोध है कि उपरोक्त समय सारणी को हिमाचल राजपत्र/ ई-गजट में शीघ्र अपलोड करने की कृपा करें।
- 18 प्रधाननवार्य राजकीय महाविद्यालय संजैली, धर्मशाला एवं राजकीय वरिष्ठ माध्यमिक पाठ्यालय मण्डी।
- 19 मण्डलीय प्रबन्धक हिमाचल पथ परिवहन निगम, तारादेवी शिमला-171010।
- 20 समादेशक, पुस्तिकाला प्रधाननवार्य राजकीय महाविद्यालय संजैली, धर्मशाला एवं राजकीय वरिष्ठ माध्यमिक पाठ्यालय मण्डी।


सचिव,
हिमाचल प्रदेश विभागीय परीक्षा बोर्ड
फेयरलाइन्ज, शिमला-171012.

संसद्या दिला ई010एन-एच(23)1/2020-21 औन्नलाइन (५० दी० आर०)
उच्च दिला दिलेशालय,
दिल्ली, दिल्ली अधिकार ।

दिनांक: २५ अगस्त २०११

ज्युलात, 2023

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समस्त उप शिक्षा निदेशक, (उच्च)
हिमाचल प्रदेश ।

हमारे लोगों
समस्त प्राचार्य,

राजकीय महाविद्यालय हिन्दूधर्म प्रदेश

समस्त ग्रामाद्
समस्त ग्रामाद् महाविद्यालय हिं० प्र० ।

समस्त प्रधानाधार्य,

साईट हिनायल प्रदेश

सुप्त कंमादर
स्वास्थ्यी ली देवदार दिनला ।

एन.सी.सी. हॉटेल्स एंड होटल्स।
हमस्त कमाहिंग औफिसर, हिमाचल प्रदेश।

सामर्त्य प्रस्ताकालयद्यक्षा, हिमाचल प्रदेश ।

307

सार्विक गोपनीय रिपोर्ट एन० आई० सी० के मानव संपदा पालन पर ज्ञान
Upload/Online /मर्त्तने वारे।

Upload/Online / भरने का रे

सामग्री-

उच्च शिक्षा निदेशालय के अधीनस्थ कार्यालय अकादमी द्वारा उपलब्ध करने वाले गोपनीय रिपोर्ट त्रिमूँ आई से ३० के मानव संसद एपीएस पर Upload/Online करने /मरने वारे समर्त कार्यालय को प्रत द्वारा पूर्ण ही सुनित किया जा सकता है। लेकिन उच्च निदेशालय के अधीनस्थ किसी भी शिक्षा संस्थानों से गोपनीय रिपोर्ट Online मरने की प्रक्रिया सुनिश्चित नहीं की गई है। सरकार द्वारा बनाए गये गोपनीय रिपोर्ट मरने के नियम के तहत अधिकारियों, व लिपिग्राहीय कार्यालयों को गोपनीय रिपोर्ट अपेल माह व अकादमी को गोपनीय रिपोर्ट सिस्टम माह को भरी जाती है। गोपनीय रिपोर्ट Online मरने वारे सरकार द्वारा कार्डाई से पालन करने वारे दिशा निर्देश दिये गये हैं।

अतः उपरोक्त परिवर्तनियों के माध्यम नजर अधिकारियों द्वारा निवेदित दिये जाए हैं। अन्य अधिकारियों द्वारा वर्तायी गये लिपिक वर्तायी कार्यालयों के PMIS Code को अपडेट/दस्तावेज करके गोपनीय रिपोर्ट एक साथ पूर्ण करके अंडरल व सिलेक्टर से पूर्ण Online एवं Manual भरे और निवेदालय को प्रेसिट की जाये तथा गोपनीय रिपोर्ट के सामना में (Completion Certificate) प्राप्त यदि जाये कि उपरोक्त लिपिक के अधिकारियों द्वारा लिपिक वर्तायी कार्यालयों द्वारा अध्यापकों की वर्ष 2022-23 की गोपनीय रिपोर्ट पूर्ण आई हो, तो उसे मान्यता संभाल पोर्टल पर Online भरकर उपरोक्त अधिकारियों द्वारा उप विभाग निवेदाकारी(उच्च) हिनालत प्रदेश के माध्यम से निवेदालय को प्रेसिट करें तथा कोई भी गोपनीय रिपोर्ट तभित नहीं है। विलम्ब के लिए प्राप्तार्थी/उप विभाग निवेदाक/प्रधानाधार्य उत्तरदायी होंगे।

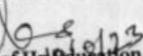
इसे अतिरिक्त एवं सामान्य बद्द समझें

० -
रिक्ता निदेशक(उच्च)
हिमाचल प्रदेश ।

End NO:EDN-DDHE-SMR-PMIS/2023 1116 Dated: 15 Aug.2023
O/o The Deputy Director of Hr. Education, District Sirmour at Nahan (H.P)

Copy for information and further n/a is forwarded to:-

1. All the Principal/HM GSSS/GHS of District Sirmour with the direction to follow the instructions as given in the letter and do the needful at your end.


Dy. Director of Hr. Education
District Sirmour at Nahan (H.P)

From

No. Per (CR)-B (II)-2/2020-PF
Government of Himachal Pradesh
Department of Personnel
Confidential Cell

To

The Chief Secretary to the
Government of Himachal Pradesh.

To

All the HPAS officers in H.P.
All the HPSS officers in H.P. Secretariat.

Dated, Shimla-2, the

07/06/2023

Subject: -

Extension of timelines for recording of APAR for the year 2022-23 of
HPAS and HPSS Officers.

Sir/Madam,

I am directed to refer to the subject cited above and to say that in future timelines prescribed for IAS officers will be ipso facto applicable to HPAS and HPSS officers and after which NIC will auto forward all such APARs. However, it has been decided to grant one-time relaxation to extend the existing timelines for recording self appraisal for the year 2022-23 by 30-06-2023. The auto forward will be applicable from 1st July, 2023. Accordingly the revised timelines for completion of APARs for the year 2022-23 is as under:-

Sr.No.	Activity	Existing	Revised
1.	Submission of Self-appraisal by the officer reported upon	31 st May	30 th June
2.	Appraisal by Reporting Authority	31 st July	31 st August
3.	Appraisal by Reviewing Authority	30 th September	31 st October
4.	Appraisal by Accepting Authority	31 st December	Auto closure on 31 st December
5.	Disclosure to the ORU	31 st December	—

You are, therefore, requested to strictly adhere to the afore-said timelines.

Yours faithfully,

(Amarjeet Singh)
Special Secretary (Personnel) to the
Govt. of Himachal Pradesh
Phone-0177-2621894.

Endst.No.As above

Dated, Shimla-02 the

07.06.2023

Copy for information and necessary action to the DDGM, NIC, H.P.


(Amarjeet Singh)
Special Secretary (Personnel) to the
Govt. of Himachal Pradesh
Phone-0177-2621894.

No. Per(AP.B)F(10)-1/2023
Government of Himachal Pradesh
Department of Personnel
Appointment-II

Dated Shimla-171002, the 1st June, 2023

From

The Chief Secretary to the
Government of Himachal Pradesh

To

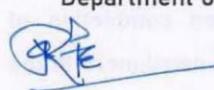
1. All the Administrative secretaries to the Government of Himachal Pradesh
2. All the Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioner in H.P.
5. All the Managing Directors, Secretaries, Registrars of Boards/Corporations/PSUs/Govt. Universities etc. in H.P.

Subject:

Regarding seeding HimParivar ID of the employees and pensioners in the PMIS (Manav Sampada)/HRMS systems.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that the State Government is in the process of creating a State Social Registry, under the name of 'Him Parivar' in the light of the budget announcement for the financial year 2023-2024 and the HimParivar project is to be launched on 1st July, 2023. The Department of Information Technology, Himachal Pradesh has been mandated as Nodal Department for the creation of 'Him Parivar' database and linking the same with other departmental databases. To implement the above budget assurance, it is quite imperative that government employees be identified to the 'Him Parivar' database by the concerned department/Boards/ Corporations/ PSUs etc.. It is, therefore, requested that 'HimParivar' ID of the Government employee be linked in PMIS (Manav Sampada) software, PMIS/HRMS systems of Departments/Boards/Corporations/ PSUs etc. and also in the Department of Treasury & Account database for serving employees and

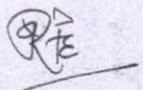


pensioners. The IT Department has developed and will provide generic API for seeding HimParivar ID in the PMIS/HRMS database. By using the API, employee can search and make addition of his/her & family members in the HimParivar ID/Ration Card ID in the PMIS/HRMS software. The IT Department will also provide this facility to the DDOs wherein they may search and add HimParivar/Ration Card of the employees and the pensioners as well in their online system.

2. It is, accordingly, requested that necessary directions may be given to the concerned officer(s)/official(s) for seeding 'Him Parivar' ID of the employees & pensioners against their names in the existing data sets of Manav Sampada, eSalary, ePension or any other Personnel Management System being used by 15th June, 2023 without fail enabling the IT Department to launch the Him Parivar Project by 1st July, 2023 successfully. In case of any technical difficulties, Shri Rajeev Sharma, Additional Director, Dept. of IT (Mobile no. 94184 50005) may be consulted for removal of the same. The Standard Operative Procedure (SoP) to put in/seeding the Parivar IDs of the indicial officers/officials against their names in the Manav Sampada is annexed herewith at Annexure "A".

3. In case the employees are not in a position to upload the data at their end, the DDOs of the concerned office shall update their record by following the above process listed in Para 2 above and in the SoP. Once the family members are mapped by either of the above-mentioned steps, the selected list of mapped dependent family members will be reflected to the DDO on Manav Sampada portal for verification and final submission. This process is to be carried out through proper authentication by the DDOs. In case of any query, DDOs of Departments may contact technical team of NIC at HP Secretariat, Shimla-2 handling Manav Sampada, ePension and eSalary software.

4. Any deviation of the above or non completion of seeding of respective Him Parivar ID of employees & pensioners in the



above time frame will be construed seriously and attract disciplinary action against the concerned officer(s)/official(s).

5. The receipt of this letter may be acknowledged. These instructions can also be seen on the departmental website i.e. www.himachal.nic.in/personnel.

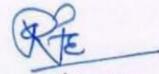
Yours faithfully,



(Balbir Singh)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Email ID : persbr2-hp@nic.in
Phone 0177-2880851

Endst No.Per(AP.B)f(10)-1/2023 Dated Shimla-171002, the May, 2023

A copy is forwarded to the Director, Department of Information Technology, Himachal Pradesh, Mehli, Shimla-171013 w.r. to letter No. E:104275 DIT-F07/10/2021-IT-DIT-98 dated 17th May, 2023 (received on 27-05-2023) for information.



Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Annexure "A"

Standard Operating Procedure (SOP) for seeding Parivar ID in the Manav Sampada database by the Department etc./DDOs/employee can seed data related to Parivar ID from HimParivar database to Manav Sampada or PMS to be verified by the concerned DDO:

A. Steps for Mapping Family details using HimParivar database:

- i. Employee logs on Manav Sampada Portal
- ii. Click on 'Map Family Details with HimParivar' menu option and search his family ID by selecting his District, Block and Panchayat.
- iii. List of family details of employee will be shown
- iv. Check and map the family members data by clicking on Map Family Member button
- v. Employee can update the dependency status of a family member, if required

Above mentioned steps can be performed by employee on ManavSampada portal by himself/ herself. For any reason, if employee is unable to perform mapping, he/she can get his/her Ration Card ID mapped using below mentioned steps:

B. Steps for Mapping Family details using PDS database:

- i. Employee logs on Manav Sampada Portal,
- ii. Clicks that details are not found in the Parivar Register,
- iii. Click on 'Map Family Details with Ration Card' menu option and search his details using Ration Card Number,
- iv. List of family details of employee will be shown,
- v. Check and map the family members data by clicking on Map Family Member button, and
- vi. Employee can update the dependency status of a family member, if required.

A handwritten signature in blue ink, appearing to read 'DRF' or 'DRF E', is written over a blue line.

PRABODH SAXENA, IAS
Additional Chief Secretary
(Finance, Planning & Personnel)



Ellerslie
Shimla-171 002

D.O. No. Per(AP-B)B(15)-12/2015-Vol.I
Dated Shimla-171002, the 11th Jan., 2022

Subject:- Regarding complete operationalization of Manav Sampada.

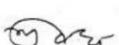
As you are already aware that the Manav Sampada software was rolled out by the State Government and further instructions for actively using all the modules available there were issued from time to time. In addition, the Department of Treasuries, Accounts & Lotteries has also issued instructions for periodic updation of online service record so that pension papers of all the prospective pensioners are generated through Manav Sampada and also processed electronically by the Accountant General, H.P.

It has been envisaged that transfer orders, relieving/joining intimations, leave sanctions, periodic increments, LPC, pay fixation/revision etc. will be done through Manav Sampada. The NIC HP has been requested to impart the necessary training in this regard.

It would be highly appreciable, if you intervene and take personal initiative to ensure completion of e-Service Books and facilitate complete roll out of all features as well as modules of Manav Sampada by 31st January, 2022.

With best wishes,

Yours sincerely,


(Prabodh Saxena)

Adviser (Eds)
Adviser (P)
CEO (HMUDA)
Dr. ~~PSAD~~ (TDA) ^{Ol send}

No. Fin (TR) A (5)-13/94-V-(Loose) | 8571 Dt 23/12/2020
Government of Himachal Pradesh
"Finance Department"
(Treasuries, Accounts & Lotteries)

From

To, Additional Chief Secretary (Finance) to
the Government of Himachal Pradesh

✓All DTOs/TOs
Government of Himachal Pradesh

Dated: Shimla-171009 the 23rd December, 2020

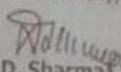
Subject: - Regarding salary stoppage of employees for the Month of
February 2021.

Sir,

All the treasuries were directed to get the digitization of service books on Manav Sampada portal done through DDOs and the progress is being monitored on monthly basis by this office. While analyzing this data for past two months it is found that there were only few treasuries where the progress of digitization of service books on Manav Sampada portal is going well. In number of treasuries there is stagnation in digitization of service books. It has now been decided that work relating digitization of service books is to be completed before 28-02-2021. Further the salary for the month of March 2021 will be processed for only those employees whose records are digitized on the Manav Sampada portal.

You are therefore, directed to intimate all the DDOs accordingly and request them to complete the digitization work before 28-02-2021.

Yours faithfully,


(D.D. Sharma) IAS

Special Secretary Finance-cum-Director
Treasuries, Accounts & Lotteries, HP.
Shimla-171009

No. Fin (TR)A(5)-13/94-V (G369 Dt 15/07/2020
Government of Himachal Pradesh
"Finance Department"
Treasuries, Accounts and Lotteries

From

Principal Secretary (Finance) to
the Government of Himachal Pradesh

To

All Head of Departments
Government of Himachal Pradesh

Dated Shimla- 171009.

15 July 2020

**Subject: Regarding digitization of Service books entries on
Manav Sampada Portal.**

Sir,

This is in continuation to the letter no. Fin(TR)A(5)-13/94-V dated 16th May, 2020. The department intends to integrated eSalary, Manav Sampada and ePension for seamless flow of data between applications without any manual intervention for online processing of pension cases from heads of offices to AG and to treasury.

The pension papers of the employee will be generated on the basis of data received from eSalary and Manav Sampada. It is observed that DDOs are not strictly adhering to the instruction of updating the entire record in the service book in Manav Sampada. Further there is mismatch between number of employees drawing salary through eSalary and number of service book digitized.

It is therefore, requested that DDOs under your control may be directed to digitize the service books in respect of all the employee drawing salary through eSalary.

Yours' faithfully,

(D.D. Sharma) IAS
Special Secretary Finance-cum-Director
Treasuries, Accounts & Lotteries, HP.

Endst No. No. Fin (TR) A (5)-13/94-V Dated Shimla-171009 the 15 July, 2020

Copy to:

1. The Pr. Accountant General for information. It is requested that pension papers generated through Manav Sampada may only be accepted.
2. The Deputy Director General-cum-SIO NIC for information.
3. All the DTOs and TOs in the State. They are directed to intimate all the DDOs about this decision of the government. They must compile the report submitted by the DDO and compare it with e-salary data and compiled report be submitted to this office by 25th July 2020.
4. All the Deputy Directors (Treasuries Accounts & Lotteries) for information. They are directed to ensure compliance of these instructions.


(D.D. Sharma) IAS
Special Secretary Finance-cum-Director
Treasuries, Accounts & Lotteries, HP.

No. Fin (TR) A (5)-13/94-V
Government of Himachal Pradesh
"Finance Department"
(Treasuries, Accounts & Lotteries)

From

Principal Secretary (Finance) to
the Government of Himachal Pradesh
To

All Head of Departments
Government of Himachal Pradesh

Dated: Shimla-171009 the 16th May, 2020

**Subject: - Regarding digitization of Service books entries on
Manav Sampda Portal.**

Sir,

ManavSampada(<https://genpmis.hp.nic.in/>) was rolled out in the State a few years ago. This software can be used for digitization of manual service books entries, filling of ACR, generating transfer orders, applying online leaves, tour and Generating online pension papers etc. This department vide letter No. Fin(TR)A(5)-13/94-V dated 06-07-2017 requested to complete data entry work in Manav Sampada and to generate all pension papers for AG office through Manav Sampada software.

However, the Department wise status of (e-Service Book) data entry progress reveals that there are many departments which have not completed the digitization of eService book entries on this portal and therefore pension paper are not being generated through this system. It has therefore been decided that all DDOs/Heads of offices shall complete the digitization process before 31.8.2020. The will send report to attach Treasury on 15th of every month in the following format:

It is therefore, requested to issue necessary directions to all the establishment officer/DDOs of your department to complete the digitization work of service book on Manav Sampada before 31.08-2020.

Yours faithfully,


(D.D. Sharma) IAS

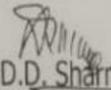
Special Secretary Finance-cum-Director
Treasuries, Accounts & Lotteries, HP.
Shimla-171009

Endst No. No. Fin (TR) A (5)-13/94-V Dated Shimla-171009 the 16th May, 2020

Copy to:

No 5382, dt 16/5/2020

1. The Pr. Accountant General for information. It is requested that pension papers generated through Manav Sampada may only be accepted.
2. The Deputy Director General-cum-SIO NIC for information.
3. All the DTO and TO in the State. They are directed to intimate all DDOs about this decision of the government. They must compile report submitted by DDOs on above format and send compiled information to this office.
4. All the Deputy Directors (Inspection) for information. They are directed to ensure compliance of these instructions.


(D.D. Sharma) IAS

Special Secretary Finance-cum-Director
Treasuries, Accounts & Lotteries, HP.
Shimla-171009

No. Per(AP-B)B(15)-12/2015-vol-I
Government of Himachal Pradesh
Department of Personnel (AP-II)

From

Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in HP.
3. All Divisional Commissioners in HP.
4. All Deputy Commissioners in HP.
5. All Managing Directors/Registrars/Secretaries of Boards/Corporations/ Autonomous Bodies etc. in HP.

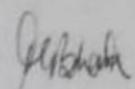
Dated Shimla-171002, the 29th August, 2019

Subject: Regarding Manav Sampada implementation in all Departments of Himachal Pradesh Government for keeping up-to-date record of all employees for online updation of e-Service Books, required for MIS purposes.

Sir,

I am directed to refer to the subject quoted above and to say that National Informatics Centre, Himachal Pradesh has devised a standard Personnel MIS Solution. The Manav Sampada Software (eHRMS) is available at <https://genpmis.hp.nic.in> having the following facilitates :-

- a. e-Service Book of every employee.
- b. Generating and Publishing online transfer, Joining and Relieving orders .
- c. Online Leave and Tour applications.
- d. Online submission and processing of Annual Confidential Reports.
- e. Submission of online Annual Property Returns.
- f. Linkage of Salary, GPF/CPF/NPS data.
- g. Generation of Pension papers during retirement of employees.
- h. Online nominations of training and applications for BODE Exams.
- i. Vigilance cases, Online transfer requests, etc.

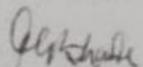


- j. Integration with many software applications for single user ID.
- k. Secretary Dashboard for all CM office initiatives and other departmental software.

It has been reported by the State Informatics Officer, NIC that while some Departments like Health and Education are generating online transfer orders, APARs/ACRs, majority of Departments are not using the software for online transactions relating to transfers, joining/relieving, leaves, APARs/ACRs etc. resulting in an outdated Service book. The e-Service Book get updated automatically through online joining and relieving, if online transfer orders are generated. All departments are, therefore, requested to start using the software by issuing online transfer orders through online transactions as a first step and then move on to other online transactions. For monitoring, Nodal Officer be appointed in each department. The NIC, HP shall provide necessary training at State/District Headquarters to the Departmental Nodal Officers/ IT Officers for smooth implementation of Manav Sampada Software.

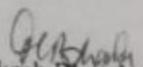
These instructions may be brought to the notice of all concerned and be implemented in letter and spirit.

Yours faithfully,


(Om Prakash Bhandari)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2626097

No. Per(AP-B)B(15)-12/2015-vol-I Dated Shimla -2, the 29th August, 2019

Copy forwarded to the State Informatics Officer, GoI , Ministry of Electronics & Information Technology, National Informatics Centre, Himachal Pradesh State Centre, Shimla-2 for information and necessary action..


(Om Prakash Bhandari)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2626097

No. Per(AP-B)B(15)-12/2015-vol-I
Government of Himachal Pradesh
Department of Personnel (AP-II)

From

Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in HP.
3. All Divisional Commissioners in HP.
4. All Deputy Commissioners in HP.
5. All Managing Directors/Registrars/Secretaries of Boards/Corporations/ Autonomous Bodies etc. in HP.

Dated Shimla-171002, the

23rd August, 2019

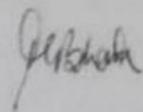
Subject:

Regarding Manav Sampada implementation in all Departments of Himachal Pradesh Government for keeping up-to-date record of all employees for online updation of e-Service Books, required for MIS purposes.

Sir,

I am directed to refer to the subject quoted above and to say that National Informatics Centre, Himachal Pradesh has devised a standard Personnel MIS Solution. The Manav Sampada Software (eHRMS) is available at <https://genpmis.hp.nic.in> having the following facilitates :-

- a. e-Service Book of every employee.
- b. Generating and Publishing online transfer, Joining and Relieving orders .
- c. Online Leave and Tour applications.
- d. Online submission and processing of Annual Confidential Reports.
- e. Submission of online Annual Property Returns.
- f. Linkage of Salary, GPF/CPF/NPS data.
- g. Generation of Pension papers during retirement of employees.
- h. Online nominations of training and applications for BODE Exams.
- i. Vigilance cases, Online transfer requests, etc.

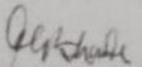


- j. Integration with many software applications for single user ID.
- k. Secretary Dashboard for all CM office initiatives and other departmental software.

It has been reported by the State Informatics Officer, NIC that while some Departments like Health and Education are generating online transfer orders, APARs/ACRs, majority of Departments are not using the software for online transactions relating to transfers, joining/relieving, leaves, APARs/ACRs etc. resulting in an outdated Service book. The e-Service Book get updated automatically through online joining and relieving, if online transfer orders are generated. All departments are, therefore, requested to start using the software by issuing online transfer orders through online transactions as a first step and then move on to other online transactions. For monitoring, Nodal Officer be appointed in each department. The NIC, HP shall provide necessary training at State/District Headquarters to the Departmental Nodal Officers/ IT Officers for smooth implementation of Manav Sampada Software.

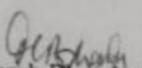
These instructions may be brought to the notice of all concerned and be implemented in letter and spirit.

Yours faithfully,


(Om Prakash Bhandari)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2626097

No. Per(AP-B)B(15)-12/2015-vol-I Dated Shimla -2, the 29th August, 2019

Copy forwarded to the State Informatics Officer, GoI , Ministry of Electronics & Information Technology, National Informatics Centre, Himachal Pradesh State Centre, Shimla-2 for information and necessary action..


(Om Prakash Bhandari)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2626097

From

No. Fin (TR) A(5)-13/94-V/259-61/ 7-7-17
Government of Himachal Pradesh
"Finance Department"
(Treasuries, Accounts and Lotteries)

To

Addition Chief Secretary (Finance) to
The Government of Himachal Pradesh

Subject:-

Generation of all pension papers for AG office through Manav
Sampada software.

Sir,

The system for online generation of pension papers was under consideration of the government. Now the NIC-HP in consultation with department has developed a new module for generation of pension papers through ManavSampada application for all the DDO. The module can be accessed directly on PMIS portal (<http://admis.hp.nic.in/genpims>) under "eservice book transaction-> utilities" menu option. It will facilitate the user to generate pension papers of prospective retiree, data for which can also be transferred electronically to the AGHP office for processing. Facility of viewing status of the papers in the AG office is available to the sender department in this module.

It is, therefore, requested to issue necessary instructions to all the establishment officer/DDOs in the state to generate pension papers from this module under ManavSampada for sending the same to AG office. Forms generated through Manav Sampada shall only be acceptable from 01-08-2017.

Yours' faithfully,

D.D. Sharma
Special Secretary (Finance)-cum-Director
Treasuries, Accounts & Lotteries
Himachal Pradesh

Endst No.

Fin (TR) A (5)/13/94-V

Dated Shimla-171009, the June, 2017

Copy to:

1. AGHP (A & E), Gorton Castle Building, Shimla-3 for information. The additional forms as conveyed through letter No Pen-1/SAI Pension/2016-2017/2675 Dated 13-02-2017 are also being incorporated in Manav Sampada. Further, forms generated through Manav Sampada may only be accepted after 01-08-2017.
2. Sr. Technical Director & SIO, NIC, HP secretariat, Shimla-2 for information.
3. All Deputy Directors, DTO and TO in the state. They are directed to intimate all DDOs about this decision of the government.

D.D. Sharma
Special Secretary (Finance)-cum-Director
Treasuries, Accounts & Lotteries
Himachal Pradesh

PERSONAL ATTENTION
MOST IMMEDIATE

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

Dated Shimla-2, /6th 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.

....2....

: 2 :

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,

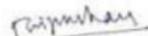


Deputy Secretary(Personnel)to the
Government of Himachal Pradesh.

No. Per(AP-B)A(8)-3/2008 Dated: Shimla-171002 /6th 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.
