

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 17th 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 17th 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 व० 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
फेयरलान्ज, शिमला-171012
संख्या हिपा (परीक्षा)-21/76-9

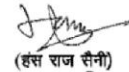
दिनांक: 01 सितम्बर, 2023

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 दरिष्ठ सहायक) तथा आवकारी एवं करधान विभाग के आवकारी एवं करधान निरीक्षकों/ हिमाचल प्रदेश स्कूल शिक्षा बोर्ड के राजपत्रित अधिकारी / पात्र अराजपत्रित अधिकारी तथा हिमाचल प्रदेश राज्य विद्युत बोर्ड लि० के अभियन्ताओं व हिमाचल प्रदेश पर्यटन विकास निगम के दरिष्ठ प्रबन्धकों/सहायक अभियन्ताओं/ राजस्व विभाग के पटवारियों व कानूनगो के लिए विभागीय परीक्षा का आयोजन संलग्न समय सारणी (Date Sheet) के अनुसार हिमाचल प्रदेश विभागीय परीक्षा बोर्ड, हिप्पा फेयरलान्ज, शिमला-171012 द्वारा दिनांक 21.11.2023 से 29.11.2023 तक किया जा रहा है। उम्मीदवारों की सुविधा के लिए "वित्तीय प्रशासन" पत्रा संख्या-1 का आयोजन शिमला के अलावा मण्डी तथा धर्मशाला में भी किया जाना है। इन परीक्षाओं का आयोजन हिमाचल प्रदेश विभागीय परीक्षा नियम, 1997; जोकि समय-समय पर संशोधित किए गए हैं, के अन्तर्गत किया जाएगा।

अतः समस्त इच्छुक उम्मीदवारों को सूचित किया जाता है कि प्रतिदिन, प्रातः का सत्र ठीक 10.00 बजे तथा सांय का 2.00 बजे, बाद दोपहर, आरम्भ होगा। जो उम्मीदवार विभागीय परीक्षा में बैठना चाहते हैं वे अपना आवेदन ऑनलाईन प्रक्रिया के माध्यम से मानव सम्पदा पोर्टल पर कर सकते हैं। आवेदन करने की प्रक्रिया 08.09.2023 को शुरू होगी व प्रार्थी 07.10.2023 तक आवेदन कर पाएंगे। तत्पश्चात प्रार्थियों के लिए आवेदन की विन्डो स्वतः ही बन्द हो जाएगी। प्रार्थियों के आवेदन तभी मान्य होंगे जब उनके विभागाध्यक्षों द्वारा उन्हें अनुमोदित किया जाएगा। विभागाध्यक्ष प्रार्थी द्वारा किए गए आवेदन को 18.10.2023 तक अनुमोदित कर पाएंगे। इसके उपरान्त विभागाध्यक्ष की विन्डो भी बन्द हो जाएगी। अन्यथा प्रार्थियों के प्रवेश पत्र स्वतः ही मानव सम्पदा पोर्टल पर उनके खातों में प्रदर्शित हो जाएंगे। यदि किसी अन्यथा का प्रपत्र अधूरा पाया जाता है तो उसे रद्द कर दिया जाएगा।

प्रार्थी व विभागाध्यक्षों के लिए ऑनलाईन आवेदन की प्रक्रिया की पूर्ण जानकारी एवं परीक्षा की समय सारणी (Date Sheet) HIPA Website www.hipashimla.nic.in पर उपलब्ध है, वहां से डाउनलोड की जा सकती है।


(हंस राज सैनी)
सचिव,

हिमाचल प्रदेश विभागीय परीक्षा बोर्ड
फेयरलान्ज, शिमला-171012

पृष्ठानक संख्या हिप्पा (परीक्षा)21/76-9


दिनांक : 01 सितम्बर, 2023

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

- 1 मुख्य सचिव, हिमाचल प्रदेश सरकार के निजी सचिव, शिमला - 171002.
- 2 समस्त अतिरिक्त मुख्य सचिव/प्रधान सचिव/सचिव, हिमाचल प्रदेश सरकार शिमला -171002
- 3 वित्तियुक्त (राजस्व), हिमाचल प्रदेश सरकार शिमला -171002
- 4 मण्डलायुक्त, शिमला मण्डल, शिमला -171002/कांगड़ा मण्डल धर्मशाला एवं मण्डी मण्डल, मण्डी हि० प्र०।
- 5 रजिस्ट्रार कमिश्नर, पंजी जिला चम्बा हिमाचल प्रदेश।
- 6 समस्त उपायुक्त, हिमाचल प्रदेश।
- 7 समस्त विभागाध्यक्ष, हिमाचल प्रदेश।
- 8 सचिव, हिमाचल प्रदेश लोक सेवा आयोग, शिमला -171002 को सूचनार्थ।
- 9 बन्दोबस्त अधिकारी, किन्नौर एवं शिमला कसुम्पटी शिमला - 171009 कांगड़ा स्थित धर्मशाला हि० प्र०।
- 10 निदेशक, गू- अभिलेख एवं गू- एक्सीकरण विभाग कसुम्पटी, शिमला -171009
- 11 सचिव, हि० प्र० स्कूल शिक्षा बोर्ड, धर्मशाला जिला कांगड़ा हि० प्र०।
- 12 अध्यक्ष/सचिव, हि० प्र० राज्य विद्युत बोर्ड लि० विद्युत भवन शिमला-171004
- 13 प्रबन्ध निदेशक, हि० प्र० पर्यटन विकास निगम शिमला-171001

कु०प०स०

- 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, सूचना एवं जन सम्पर्क विभाग, शिमला-171002 को भेजकर अनुरोध किया जाता है कि उपरोक्त अधिसूचना को लीडिंग समाचार पत्रों में शीघ्र प्रकाशित करवाने की कृपा करें।
- 16 हि0 प्र0 लोक प्रशासन संस्थान के सभी शाखा प्रमारियों को सूचनार्थ।
- 17 सहायक प्रध्यपक (II) हिमा से अनुरोध है कि उपरोक्त समय सारणी को हिमाचल राजपत्र/ ई-गजट में शीघ्र अपलोड करने की कृपा करें।
- 18 प्रधानाचार्य राजकीय महाविद्यालय संजौली, धर्मशाला एवं राजकीय वरिष्ठ माध्यमिक पाठशाला मण्डी।
- 19 मण्डलीय प्रबन्धक हिमाचल पथ परिवहन निगम, तारादेवी शिमला-171010।
- 20 समादेशक, पुलिस प्रथम सशस्त्र वाहिनी जुन्हा शिमला-171218।



सचिव

हिमाचल प्रदेश विभागीय परीक्षा बोर्ड
फेयरलान्ज, शिमला-171012

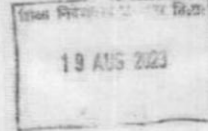
संख्या शिक्षा ई0डी0एन-एच(23)1/2020-21 ऑनलाइन (ए0 सी0 आर0)
उच्च शिक्षा निदेशालय,
शिमला, हिमाचल प्रदेश।

दिनांक: शिमला-171001

अगस्त, 2023

सेवा में

समस्त उच्च शिक्षा निदेशक(उच्च)
हिमाचल प्रदेश।
समस्त प्राचार्य,
राजकीय महाविद्यालय हिमाचल प्रदेश।
समस्त प्राचार्य,
राजकीय संस्कृत महाविद्यालय हि0 प्र0।
समस्त प्रधानाचार्य,
आईटि हिमाचल प्रदेश।
युप कमांडर,
एन.सी.सी. हैडक्वार्टर शिमला।
समस्त कमांडिंग ऑफिसर, हिमाचल प्रदेश।
समस्त पुस्तकालयग्रह, हिमाचल प्रदेश।



विषय:-

अधिकारियों एवं लिपिक वर्गीय व समस्त अस्थापकों की वर्ष 2022-23 की
वार्षिक गोपनीय रिपोर्ट एन0 आई0 सी0 के मानव संपदा पोर्टल पर करने
Upload/Online / करने बारे।

ज्ञापन:-

उपरोक्त विषय पर आपका ध्यान इस शिक्षा निदेशालय के पत्र संख्या शिक्षा
ई0डी0एन-एच(23)1/2020-21 ऑनलाइन (ए0 सी0 आर0) दिनांक 08-04-2021 की ओर आकर्षित किया
जाता है।

उच्च शिक्षा निदेशालय के अधीनस्थ कार्यरत अधिकारियों एवं लिपिक वर्गीय कर्मचारियों की
वर्ष 2022-23 की गोपनीय रिपोर्ट एन0 आई0 सी0 के मानव संपदा पोर्टल पर Upload/Online करने
/ करने बारे समस्त कार्यलय को पत्र द्वारा पूर्व ही सूचित किया जा चुका है। लेकिन उच्च निदेशालय के
अधीनस्थ किसी भी शिक्षा संस्थानों से गोपनीय रिपोर्ट Online करने की प्रक्रिया सुनिश्चित नहीं की गई है।
सरकार द्वारा बनाये गये गोपनीय रिपोर्ट करने के निम्न के तहत अधिकारियों, व लिपिक वर्गीय कर्मचारियों को
गोपनीय रिपोर्ट अप्रैल माह व अस्थापकों की गोपनीय रिपोर्ट सितम्बर माह को भरी जाती है। गोपनीय रिपोर्ट
Online करने बारे सरकार द्वारा कड़ाई से पालन करने बारे दिशा निर्देश दिये गये हैं।

अतः उपरोक्त परिस्थितियों के मध्य नजर अधिकारियों को निर्देश दिये जाते हैं कि अपने
अधीनस्थ सभी अधिकारियों, कर्मचारियों व लिपिक वर्गीय कर्मचारियों के PMIS Code को अपडेट/दुरुस्त
करके गोपनीय रिपोर्ट एक साथ पूर्ण करके अप्रैल व सितम्बर से पूर्व Online एन0 Manual भरें और
निदेशालय को प्रेषित की जावे तथा गोपनीय रिपोर्ट के सम्बन्ध में (Completion Certificate) प्रमाण
पत्र भी दिया जावे कि अपने जिले के अधीनस्थ सभी अधिकारियों एवं लिपिक वर्गीय कर्मचारियों व अस्थापकों
की वर्ष 2022-23 की गोपनीय रिपोर्ट एन0 आई0 सी0 के मानव संपदा पोर्टल पर Online भरकर अपने
रिपोर्टिंग ऑफिसर के द्वारा उच्च शिक्षा निदेशक(उच्च) हिमाचल प्रदेश के माध्यम से निदेशालय को प्रेषित करें
तथा कोई भी गोपनीय रिपोर्ट तम्रित नहीं है। विलम्ब के लिए प्राचार्य / उच्च शिक्षा निदेशक/प्रधानाचार्य
उत्तरदायी होंगे।

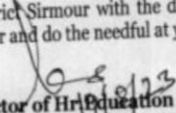
इसे अतिआवरणक एवं समय बद्ध समझें

शिक्षा निदेशक(उच्च)
हिमाचल प्रदेश।

End NO:EDN-DDHE-SMR-PMIS/2023 11116 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)

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

From

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 ^{are} 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.
07.06.2023

Endst.No.As above

Dated, Shimla-02 the

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,}~~May~~, 2023

From

The Chief Secretary to the
Government of Himachal Pradesh

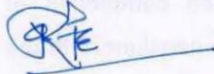
To

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 indical 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.

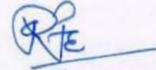
Yours faithfully,



(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.



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.

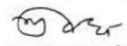
As you are already aware that the Manav Sampada software was rolled out by the State Government and further instructions for actively using all the modules available there were issued from time to time. In addition, the Department of Treasuries, Accounts & Lotteries has also issued instructions for periodic 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 (E&S)
Adviser (P)
CEO (MUDA)
Dr. SAD
(To A)
D. Jend

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

From

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

To,

✓ All DTOs/TOs
Government of Himachal Pradesh

Dated: Shimla-171009 the 33rd December, 2020

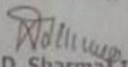
Subject: - Regarding salary stoppage of employees for the Month of February 2021.

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 (6269 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 15th July, 2020

Copy to:

1. The Pr. Accountant General for information. It is requested that pension papers generated through Manava 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. They 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

29 August, 2019

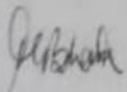
Subject:

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 facilities :-

- 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.

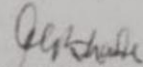


- j. Integration with many software applications for single user ID.
- k. Secretary Dashboard for all CM office initiatives and other departmental software.

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,

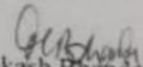


(Om Prakash Bhandari)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2626097

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

th
23 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

th
29 August, 2019

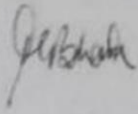
Subject:

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 facilities :-

- 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.

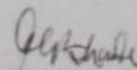


- j. Integration with many software applications for single user ID.
- k. Secretary Dashboard for all CM office initiatives and other departmental software.

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,

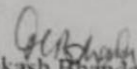


(Om Prakash Bhandari)
Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177-2626097

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

th
29 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. Fin (TR) A(5)-13/94-V/2259-61/7-7-17
Government of Himachal Pradesh
"Finance Department"
(Treasuries, Accounts and Lotteries)

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

To All Head of Departments
GoHP

Dated Shimla-171009, the June, 2017.


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) IAS
o/c 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) IAS
o/c Special Secretary (Finance)-cum-Director
Treasuries, Accounts & Lotteries
Himachal Pradesh

PERSONAL ATTENTION
MOST IMMEDIATE

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

Dated Shimla-2, 16th 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 :

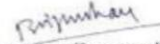
In addition, the officers/officials who attend the aforesaid training from Head Office should bring the following list/documents:-

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.

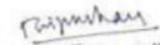
Yours faithfully,


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

No. Per(AP-B)A(8)-3/2008 Dated: Shimla-171002 16th. 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.
