

No. EDN(SE)-H(16)-F(7)16/2025-PMIS  
Directorate of School Education  
Himachal Pradesh, Shimla-1  
E-mail: [eleedu-hp@gov.in](mailto:eleedu-hp@gov.in)

Dated Shimla the January, 2026

To

All the Deputy Directors,  
Elementary and Secondary Education,  
Himachal Pradesh

**Subject: Regarding submission of Pension Papers through Manav Sampada portal.**

Sir,

Kindly refer to the letter issued by the Director, Treasuries, Accounts & Lotteries, Shimla-171009 vide No. Fin(TR)A(5)13/94-V-Loose(133928)/4634 dated 17.01.2026, 20.11.2025 and 09.08.2024 (copies enclosed).

In this context, it is informed that the office of the Accountant General, Himachal Pradesh has agreed to accept **digitally signed pension papers of prospective retirees through the Manav Sampada portal**. Consequently, many Drawing and Disbursing Officers (DDOs) have already started forwarding pension cases through the Manav Sampada portal. However, it has been observed that some DDOs are still submitting pension cases to the Accountant General, Himachal Pradesh through physical mode.

Now, the Finance Department, Treasuries, Accounts & Lotteries has decided that the AG HP shall not accept pension cases in physical form w.e.f. 01.02.2026. All digitally signed pension papers be submitted only through the Manav Sampada portal to AG Office.

In this regard, it is mandatory that the e-Service Book of every employee is complete and updated in all respects, including date of regularization, joining and relieving details, promotions, earned leave, address, etc.

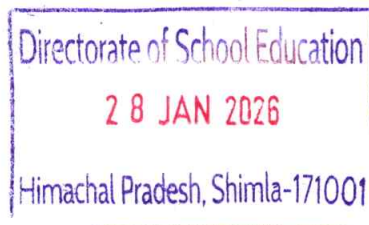
Further, as per the request/queries received from fields regarding providing verification ID to verify BEEO's eservice-book, due to non-availability of designated officer above BEEO, dummy IDs for verification of BEEOs' e-Service Books have been created. These dummy verification IDs shall be shared separately with the concerned Deputy Directors of Elementary Education (DDEEs) through email.

In view of above, you are directed to disseminate these instructions to all concerned officials under your administrative control and ensure that the pension papers of prospective retirees are prepared and submitted strictly through the Manav Sampada portal to AG HP.

*- Sel -*  
Director  
Directorate of School Education  
Himachal Pradesh, Shimla

Copy to:

1. The Secretary, Education to the Govt. of Himachal Pradesh, for information please.
2. The Director, Treasuries, Accounts & Lotteries, Shimla-171009 for information please.
3. Guard file.



*✓*  
Director  
Directorate of School Education  
Himachal Pradesh, Shimla