

**No. EDN-B-GA(17)-1/2020
Government of Himachal Pradesh
Department of School Education**

From

The Secretary (Education) to the,
Government of Himachal Pradesh.

To

The Director School Education,
Himachal Pradesh, Shimla-171001

Dated: Shimla - 171002.

15-12-2025

Subject: - Regarding submission of digitally signed pension papers through Manav Sampada to the office of AG H.P.

Sir,

I am directed to enclose herewith a photocopy of letter No.Fin(TR)A(5)13/94-V-loose(133928)-3599-3601 dated 20.11.2025 (alongwith its enclosure), received through email from the Director, Treasuries, Accounts & Lotteries, Himachal Pradesh, Shimla, on the subject cited above and to request you to take further necessary action in the matter accordingly.

Yours faithfully,

(Anil Sharma) 15/12

Deputy Secretary (Education) to the
Government of Himachal Pradesh

~~Encl. As above~~

(07)

No. Fin (TR)A(5)13/94-V-Loose(133928) - 3599-3601/0120
 Government of Himachal Pradesh
 "Finance Department"
 Treasuries, Accounts & Lotteries

From

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

To

✓ All the Administrative Secretaries/ Head of Department(s),
 Government Himachal Pradesh

Dated: Shimla-171009, the

th
 20 November, 2025

Subject: -

Regarding submission of digitally signed pension papers through
 Manav Sampada to the office of AG HP.

Madam/Sir,

This is in continuation to this department's letter No. Fin (TR) A(5)13/94-V-Loose(13398)-1749-1750-dated 09-08-2024 (copy enclosed), vide which it was requested to issue necessary instructions to all the establishment offices/DDOs to digitize the service record of employees & send digitally signed pension papers only through Manav Sampada to the office of AG HP.

The facility for digitally signing of pension papers, service book and pension calculation sheet has been provided to Establishment Verifying officer/DDO role on Manav Sampada portal. The AG will keep pension authorization on hold till electronic data is sent through Manav Sampada by DDO/Establishment offices of the departments

You are therefore requested to direct all DDOs under your control to submit the digitally signed pension papers, service book and pension calculation sheet, through Manav Sampada portal only to AG HP.

Yours faithfully,

Signed by

Saurabh Jassal
 Director

Treasuries, Accounts & Lotteries, HP
 Shimla-171009

Endst. No. Fin (TR) A (5)13/94-V-Loose (133928) Dated the th 20 November 2025

1. Copy is forwarded to the Principal Accountant General (A&E), Himachal Pradesh, Shimla-171003, for information and necessary action please.
2. Copy is forwarded to the Deputy Director General cum-SIO-NIC HP, with a request to ensure placing of pension papers on the IM Server of AG HP.

Director
 Treasuries, Accounts & Lotteries, HP
 Shimla-171009

(88)

No. Fin (TR) A (5)-13/94-V-(Loose) ¹³³⁹²⁸ (11042) -1749-1750/Dt-09/08/24
Government of Himachal Pradesh
"Finance Department"
(Treasuries, Accounts & Lotteries)

From

Principal Secretary (Finance) to the
Government of Himachal Pradesh

To,

All the Heads of Departments,
Himachal Pradesh

Dated: Shimla-171009 the

14 August
09 July, 2024

Subject: -

Regarding acceptance of online pension papers through Manav
Sampada Portal by AG HP.

Madam/Sir,

Kindly refer to this department letter No. Fin (TR) A (5)-13/94-V-
(Loose) (11042)-4936 dated 29-03-2022 & 2657 dated 03-09-2022, on the matter cited above.
It is desired by AG HP office that the pension papers of employees/pensioner submitted
through Manav Sampada should be digitally signed.

Hence forth after submitting digitally signed pension paper through
Manav Sampada, the same need not be sent through physical mode to AG HP as was being
done earlier.

It is therefore, requested to issue necessary instructions to all the
establishment offices/DDOs under your control to: -

- (i) Digitize the service record of all the employees starting immediately
with the employees retiring in the next six months and digitally sign the
same.
- (ii) Submit digitally signed pension papers generated only through Manav
Sampada to the AG HP.

Signed by

Rohit Jamwal

Date: 09-08-2024 11:41:38

(Rohit Jamwal) IAS
Director

Treasuries, Accounts & Lotteries, HP.
Shimla-171009

Endst No. Fin (TR) A (5)-13/94-V-(Loose) ¹³³⁹²⁸ (11042) Dated Shimla-171009 the ^{14 August} 09 July, 2024

Copy to:

- 1. The Deputy Director General cum SIO NIC HP, 6th Floor, Armsdale Building, HP
Secretariat for information please.

o/c

(Rohit Jamwal) IAS
Director

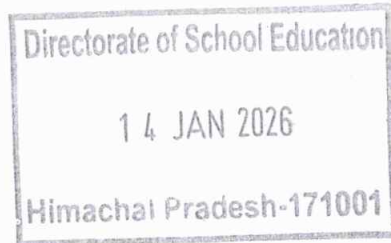
Treasuries, Accounts & Lotteries, HP.
Shimla-171009

**DIRECTORATE OF SCHOOL EDUCATION
HIMACHAL PRADESH, LALPANI, SHIMLA-171001**

Endorsement No: EDN (SE)-H(1) B(15) 9/2025 (Fin), dated
Copy is forwarded for information and necessary action to:-

January, 2026

1. All the Joint Director (Schools), Directorate of School Education, H.P. Shimla-1.
2. The Joint Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
3. The District Attorney, Directorate of School Education, H.P. Shimla-1.
4. All the Nodal/Branch Officer, Directorate of School Education, Shimla-1.
5. All the Deputy Director of Education (Elementary/Secondary/Quality) in Himachal Pradesh with the directions that these instructions also be brought to the notice of all concerned under their jurisdiction.
6. ✓ The Nodal Officer-IT Cell, Directorate of School Education, Himachal Pradesh, Shimla-1 with the remarks to upload the same on departmental website.
7. The Assistant Controller (F&AS), Directorate of School Education, H.P. Shimla-1.
8. All the Branch Superintendent/Incharge, Directorate of School Education H.P. Sml-1.
9. The Section Officer (F&AS), Directorate of School Education, H.P. Shimla-1.
10. P.S. to Director School Education, Himachal Pradesh, Shimla-01.
11. P.A. to Additional Director (Admn), Dte. of School Education, H.P. Shimla-1
12. Guard file.



(B.R. Sharma)HPAS,
Addl. Director School Education,
Himachal Pradesh, Shimla-1,