

No. EDN-SE-H(9)10(B)-Pension-206/2025(Misc.)
Directorate of School Education, Himachal Pradesh.

Shimla-171001

the

Dated: Jnuary, 2025

To

All the Deputy Directors of School Education (Sec. & Ele.),
Himachal Pradesh.

Subject:- Regarding Submission of Pension Papers through Manav Sampada to the office of
AGHP.


Sir,

Please find enclosed herewith a copy of letter No. Fin(TR)A(5)13/94-V-
Loose(133928)-4634 dated 17-01-2026 received from the Director, Treasuries, Accounts &
Lotteries, Himachal Pradesh Shimla-171009, on the subject cited above.

In this context, it is informed that 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.

Therefore, you are requested to direct all DDOs under your control to
prepare and submit the pension cases of prospective retirees to AG HP only through Manav
Sampada. AG HP will not accept the physical form of Pension cases w.e.f. 01-02-2026.

Encls:- As above.

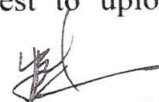

Joint Controller (F & A)
Directorate of School Education,
Himachal Pradesh, Shimla-1
the January, 2026

Endst. No:-Even Shimla-171001 Dated

Copy forwarded to:-

1. The Director, Treasuries, Accounts & Lotteries, Himachal Pradesh Shimla-171009 w.r.t.
his letter No. Fin(TR)A(5)13/94-V-Loose(133928)-4634 dated 17-01-2026 for information
please.
2. The Suprintendent Gr.-1-cum-DDO (E-I Branch), Directorate of School Education
Himachal Pradesh Shimla-1 with the request 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.
3. IT Incharge, Directorate of School Education with request to uploade the same on
departmental website.
4. Guard file.

Directorate of School Education
28 JAN 2026
Himachal Pradesh, Shimla-171001


Joint Controller (F & A)
Directorate of School Education,
Himachal Pradesh, Shimla-1

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

109
 27.01.26 BGM

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 faithfully,

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:-

1. 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