

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

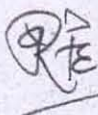


pensioners. The IT Department has developed and will provide generic API for seeding HimParivar ID in the PMIS/HRMS database. By using the API, employee can search and make addition of his/her & family members in the HimParivar ID/Ration Card ID in the PMIS/HRMS software. The IT Department will also 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 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
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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.

