

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. B. Shah

- 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 resulting in an outdated Service book.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

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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
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