

No. Per(AP-B)B(15)-12/2015-Vol-I
Government of Himachal Pradesh
Department of Personnel

From

The Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the
Government of Himachal Pradesh
Shimla-171002
2. All Head of Departments in Himachal Pradesh
3. All Divisional Commissioners in H.P.
4. All Deputy Commissioners in H.P.
5. All Managing Directors/Secretaries/Registrars of Boards/
Corporations/Autonomous Bodies in Himachal Pradesh

Dated: Shimla-171002

23rd April, 2021

Subject: -

Regarding Manav Sampada implementation in all Departments of
H.P. Government for keeping up-to-date record of all employees
for online updation of e-Service books, required for MIS purposes.

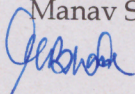
Sir,

The Manav Sampada software was rolled out by the State
Government and instructions for full roll out using all the functionalities available under
the Manav Sampada were issued from time to time by the Government. However, it has
been observed that barring one or two Departments have not completed digitization of
the service record on the Manav Sampada. Even in Departments where digitization was
done initially, subsequent non-usage has rendered the initial digitization in effective.
Full benefits of the system can only be treated if service record is digitized on the Manav
Sampada application and all the modules are used so that digital data is available for
entire service period of any employee. In addition to this, Treasury, Accounts &
Lotteries Department had also issued instructions for completion of record so that
pension papers of all prospective pensioners are generated yhrugh Manav Sampada
system. However, in this also the progress was quite discouraging.

It has now been decided that:-

(1) All the Departments will complete service record of all the employees under them on
Manav Sampada by 31st May, 2021.

(2) Thereafter, Transfer, Relieving, Joining, Increment, LPC shall be generated through
Manav Sampada software.

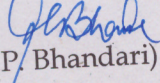


(3) The pay revision and pension papers shall also be generated through Manav Sampada application.

The NIC HP shall provide necessary training at State/ District Headquarter for effective rollout of Manav Sampada application.

It is, therefore, requested to ensure complete rollout of Manav Sampada in the State.

Yours faithfully,


(O.P. Bhandari)

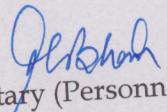
Joint Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No. 0177-2626097

Endst. No. Per(AP-B)B(15)-12/2015-Vol-I Dated: Shimla-171009,

23rd April, 2021

Copy to:-

- (1) The Principal Accountant General (A&E) with the request that only Manav papers be accepted after June, 2021.
- (2) The DDG-cum-SIO, NIC, Shimla-2 for information and necessary action, please.
- (3) The Special Secretary (Fin)-cum-Director, Treasuries, Accounts & Lotteries. It is requested that the Transfer, Relieving, Joining, Increment, LPC orders generated through Manav Sampada system are accepted as valid document from 01st June, 2021. Documents generated through any other means may not be accepted in the Treasuries for fund transactions.
- (4) All the Treasury Officers in the State of HP for information and necessary action.


Joint Secretary (Personnel) to the
Government of Himachal Pradesh