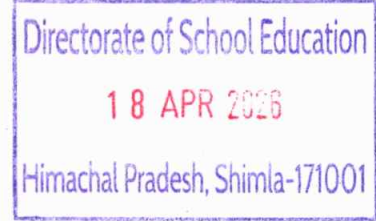


No. EDN(SE)-H(16)-F(7)01/2025-PMIS-ITCell  
Directorate of School Education  
Himachal Pradesh

Dated: Shimla- 171001 April, 2026



To


✓ All the Deputy Directors,  
DDEEs/DDSEs, HP

Subject: Regarding deficiencies observed in Pension Cases documents-submission of complete and corrected records requested on Manav Sampada portal.

Memo:

Kindly refer to the letter issued by the Principal Secretary (Finance) to the Government of Himachal Pradesh vide letter No. Fin(TR)A(5)13/94-V-Loose(222997)/118 dated 08/04/2026. In this regard, it is informed that the AG Office, Himachal Pradesh has observed certain deficiencies in pension cases submitted by field offices through the Manav Sampada Portal (copy enclosed).

You are, therefore directed to disseminate these issues/instructions to the field functionaries under your control and ensure that all entries in the e-Service Book of each employee on the Manav Sampada Portal are duly completed and verified before submitting pension cases to the office of AG Himachal Pradesh.

  
Director  
Directorate of School Education  
Himachal Pradesh, Shimla

Encls: as above.

No. Fin (TR)A(5)13/94-V-Loose(222997)  
Government of Himachal Pradesh  
"Finance Department"  
Treasuries, Accounts & Lotteries

711  
10-04-26  
118 Dt 8/4/2026

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

08<sup>th</sup> April, 2026

**Subject: -**

**Regarding Deficiencies observed in Pension Cases Documents-  
Submission of Complete and Corrected Records requested.**

Madam/Sir,

In continuation of this department's letter No. Fin (TR) A(5)13/94-V-Loose(133928)-3599-3601 dated 20-11-2025 & , No. Fin (TR) A(5)13/94-V-Loose(133928)-1749-1750 dated 09-08-2024 (copies attached) vide which it was 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 the office of Accountant General office. AG HP vide letter No. Pen-1/C-1/End to End Digitization/2026-27/12 dated 02-04-2026 (copy attached) pointed out that following deficiencies are being observed in pension cases submitted to their office through Manav Sampada

**1 Incomplete details in eService Books:-**

In majority of cases the level of detail previously available in physical service books is not reflected in the uploaded eService books, specifically, the first page of the service book showing therein the DOJ and the Department Joined, information relating to promotions, ACPs, options exercised by the retiree, dies non periods, verification regarding service if any, in corporations, semi-government organizations i.e. other than the government department and date of permanent absorption in the government department etc. Further, in cases decided based on court judgments (e.g Balo Devi, Sunder Singh etc) complete details along with a copy of the judgment or speaking order are not uploaded.

All the above details should be incorporated in digital service book. In cases where this is not feasible, a complete and legible scanned copy of service book may be uploaded. In the absence of these essential details, such cases cannot be processed.

2. **Pay verification certificate**  
Pay verification certificated in respect of each case are not being uploaded. The same may be furnished to facilitate timely processing of pension claims.
3. **Pay fixation sheet**  
Year wise pay fixation sheet from 30-09-2012 onward are not being attached. The same may be provided.
4. **Non-qualifying service/pending enquiries**  
Details of non-qualifying service, if any, and information regarding pending department/judicial proceeding are not indicated in Form-7. These details should be clearly reflected in both eService book and Form-7.
5. **Contract/Work charged service**  
Contract/work-charge service, if any, is not properly reflected alongwith regular service in Form-7. Necessary entries may be made in both the eService book and Form-7
6. **eChallan.**  
Copy of eChallan is not uploaded. The same may be furnished along with the supporting certificate.

You are therefore requested to direct all DDOs under your control to check the above listed issues and also ensure that all the entries in online service book on Manav Sampada have been made before submitting the pension cases through Manav Sampada to the office of AG HP.

Signed faithfully,

Vijay Wardhan

Date: 07-04-2026 11:31:13

Vijay Wardhan (IAS)  
Director

Treasuries, Accounts & Lotteries, HP  
Shimla-171009

Endst. No. Fin (TR) A (5)13/94-V-Loose (222997) Dated the 08<sup>th</sup> April, 2026

**Copy to:**

1. The Principal Accountant General (A&E), Himachal Pradesh, Shimla-171003, for information and necessary action please.
2. The Principal Accountant General (Audit), Himachal Pradesh, Shimla-171003, for information and necessary action please.
3. Deputy Director General-cum SIO NIC HP NIC, 6th Floor, Armsdale Building HP Secretariat, Shimla-171002 for information and necessary action please.
4. All the District Treasury Officers/Treasury Officers for information and necessary action please.

**Director**

Treasuries, Accounts & Lotteries, HP  
Shimla-171009



**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (A&E)  
HIMACHAL PRADESH SHIMLA-171 003.**

No. Pen-1/C-1/End-to-End Digitization/2026-27/12

Dated: 02-04-2026

To,

The Director of Treasury, Accounts & Lotteries,  
Himachal Pradesh, Shimla-171002.

**Subject: - Deficiencies Observed in Pension Cases Documents-Submission of Complete and Corrected Records requested.**

Sir,

With reference to the subject cited above, it is stated that the pension cases, being received through online mode, have been found to contain the following deficiencies:

**1. Incomplete details in e-Service Books**

While processing the pension cases, it has been observed in majority of cases that the level of detail previously available in physical service books is not reflected in the uploaded e-service books. Specifically, the first page of the service book showing therein the date of joining and the department joined, information relating to promotions, ACPs, options exercised by the retiree, 'dies-non' periods, verification regarding service if any, in corporations, semi-government organizations i.e. other than the government department, and date of permanent absorption in the government department etc. Further, in cases decided based on court judgments (e.g., *Balo Devi*, *Sunder Singh*, etc.), complete details along with a copy of the judgment or speaking order are not uploaded.

All the above details should be incorporated in the digital service book. In cases where this is not feasible, a complete and legible scanned copy of the service book may be uploaded. In the absence of these essential details, such cases cannot be processed.

**2. Pay Verification Certificate**

Pay Verification Certificate in respect of each case are not being uploaded. The same may be furnished to facilitate timely processing of pension claims.

**3. Pay Fixation Sheet**

Year-wise Pay Fixation Sheet from 30.09.2012 onwards are not being attached. The same may be provided.

**4. Non-qualifying service / pending enquiries**

Details of non-qualifying service, if any, and information regarding pending departmental/judicial proceedings are not indicated in Form-7. These details should be clearly reflected in both the e-service book and Form-7.

**5. Contract / Work-charged service**

Contract/work-charged service, if any, is not properly reflected along with regular service in Form-7. Necessary entries may be made in both the e-service book and Form-7.

6. e-Challan

Copy of the e-Challan is not uploaded. The same may be furnished along with a supporting certificate.

In view of the above, it is requested to ensure that all requisite documents/information are duly uploaded and furnished with pension cases to enable timely processing and finalization by this office.

Yours Sincerely

  
Dy. Accountant General (Pension)

No. Fin (TR)A(5)13/94-V-Loose(133928) - 3599-3601/0120/11/25  
 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

<sup>th</sup>  
 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 <sup>th</sup> 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

133928  
11042 — 1749-1750/DT-09/08/24

No. Fin (TR) A (5)-13/94-V-(Loose) (11042)  
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

133928  
*14 August*

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

Copy to:

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

O/C

(Rohit Jamwal) IAS  
Director

Treasuries, Accounts & Lotteries, HP.  
Shimla-171009