

Per (AR) B (15)-1/2017
Government of Himachal Pradesh
Administrative Reforms Organization

From The Secretary (AR) to the
Government of Himachal Pradesh

To

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. The Pr. Resident Commissioner, Govt. of H.P Himachal Bhawan , 27-Sikandra Road, New Delhi.
3. All the Head of Department in H.P.
4. The Managing Directors of Boards/Corporations in H.P.
5. The Vice-Chancellors of Universities in H.P.
6. The Divisional/Deputy Commissioners in H.P

Dated:- Shimla-2 the 18th March 2017

Subject:- Regarding updation Personnel Management database.
Sir/Madam,

Kindly refer to Chief Secretary's D.O. of even no. Dated 02-02-2017 on the status of updation of service record of all employee categories and disciplinary cases pending alongwith date of initiation. Response have been received only from 6 departments till date.

In this context "Manav Sampada" software was developed by NIC for managing employee related data. But the attached list shows that this software is not being utilised optimally. A close perusal of the enclosed list reveals the following gaps:-

- a) Question marked 19 departments out of 125 are not updating employee service data online on Manav Sampada Portal of NIC.
- b) Columns showing sanctioned and filled posts have not been filled by the departments.
- c) E-services master entries are incomplete.

Such data gaps prevent any logical manpower planning or official disposal of service matters & reduce the credibility of government data when it seeks external funding. Hence the Worthy Chief Secretary has desired

Cell
03 MAR 2017

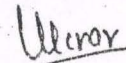
[Handwritten signature and scribbles]

that by 18th March 2017 all departments should update "Manav Sampada" and bridge existing data gaps.

Further once the eService book record is updated by 18th March 2017, in order to keep the eService book updated through Transactions, it is desirable that from 1st April 2017, all transfer/relieving/joining/leave orders should be issued online by all Departments using the Manav Sampada (eHRMS) software. Any concerns in this regard may be taken up for resolution with the NIC State Centre at Shimla.

The software has features for online leave application too so that leave records are updated automatically. Besides, the HP Finance Department is in discussion with the HP AG Office for auto-generation of Pension Papers of employees (Pension, Gratuity, Commutation, Leave encashment and their revision orders) for online submission to the HP AG Office and receipt of PPO from the AG Office. An Employee dashboard displays the missing data of the employee and calculates all these entitlements on the employees' login screen (Screen shot enclosed). This will ensure that employees may themselves check their pension papers and get these corrected in the Manav Sampada software.

You are requested to kindly accord priority to this initiative.




(Urmil Krar)

Addl. Secretary (AR) to the
Govt. of Himachal Pradesh
Telephone No. -0177-2622187

Endst. No. As above Dated Shimla-2 the

March. 2017

Copy forward to Senior Technical Director NIC, H.P Sectt Shimla-2


Addl. Secretary (AR) to the
Govt. of Himachal Pradesh
Telephone No. -0177-2622187


**Directorate of Higher Education
Himachal Pradesh**

शिक्षा निदेशानुसार - हिमाचल प्रदेश
16 MAR 2017
शिमला 3/2/17

Endst. No No.EDN-H(1)B(12)-01/2008-PMIS Dated Shimla - 171001 the

Copy for information and further necessary action is forwarded to :

1. The Secretary (AR) to the Govt. of H.P. w.r.t. letter No.Per (AR) B (15)-1/2017 Dated 1st March, 2017 for information please.
2. The Principal Secretary (Education) to Govt. of H. P., Shimla-2 for information please.
3. The Addl. Director of Hr. Education (C), H.P.
4. The Addl. Director of Hr. Education (S), H.P.
5. The Joint Director of Hr. Education (Admn.), H.P.
6. The Joint Director of Hr. Education, (C-I / C-II), H.P.
7. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
8. The DDO, Directorate of Higher Education, H.P.
9. The PS to the Director of Higher Education, H.P.
10. All the Branch Officer / Superintendents, Directorate of Higher Education, H.P. with the remarks that to take further necessary action in the matter accordingly.
11. All the Deputy Directors of Hr. Education, H.P. with the remarks that same letter be circulated to all offices / institutions situated in your district for strict compliance.
12. All the Principal Govt Degree Colleges /Govt. Sanskrit Colleges in Himachal Pradesh with the remarks that to take further necessary action in the matter accordingly.
13. The Chief Librarian, Center State Library Solan.
14. The Group Commander, GP HQ, Shimla -4.
15. All the District Libraries in the H.P.
16. All the NCC units in the Pradesh.
17. *The Incharge Computer Cell, Dte. of Hr. Education, H.P. with the remarks to upload the said orders on the deptt. Website*
18. Guard File.


**Director Higher Education
Himachal Pradesh**

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Report - Department-wise Status of (e-Service Book) Data Entry Progress On : 28-Feb-2017

Without Retirees

S. No.	Department Name	Total Sanction Strength	Total Post Filled	eService Book Master Entry Started For Employees		Last Updated On Date
				Total Initiated	Completed (Verified)	
1	HIGHER EDUCATION	57111	39747	53403	45269	28/02/2017
2	PUBLIC WORKS	44330	36861	28075	26157	28/02/2017
3	ELEMENTARY EDUCATION	25702	16335	26706	22445	28/02/2017
4	IRRIGATION AND PUBLIC HEALTH	35613	32810	20896	19810	28/02/2017
5	POLICE DEPARTMENT	18161	15003	16973	15058	28/02/2017
3	HEALTH AND FAMILY WELFARE	19487	13790	15077	12767	28/02/2017
7	> HIMACHAL ROAD TRANSPORT CORPORATION	0	0	6874	1	27/02/2017
3	FOREST	0	0	5938	5731	28/02/2017
9	ANIMAL HUSBANDRY	6096	4997	4526	4193	28/02/2017
0	AYURVEDA	5597	3853	3577	2709	28/02/2017
1	RURAL DEVELOPMENT	2855	1993	1729	1520	28/02/2017
2	HORTICULTURE	2403	1649	1478	1396	21/02/2017
3	AGRICULTURE	2116	0	1473	1338	27/02/2017
4	TECHNICAL EDUCATION,VOCATIONAL AND INDUSTRIAL TRAINING	2058	52	1458	509	28/02/2017
5	H.P.SECRETARIAT	0	0	1453	795	28/02/2017
6	> TOURISM DEVELOPMENT CORPORATION (HPTDC)	0	0	1111	1074	27/01/2017
7	FOOD,CIVIL SUPPLIES AND CONSUMER AFFAIRS	0	0	1102	122	23/02/2017
8	> DR. YASWANT SINGH PARMAR UNIVERSITY OF HORTI. AND FORESTRY,SOLAN	9	0	1018	8	28/05/2013
9	SOCIAL JUSTICE & EMPOWERMENT	30	11	745	69	25/02/2017
10	> CIVIL SUPPLIES CORPORATION	0	0	738	72	18/02/2017
11	EXCISE AND TAXATION	0	0	725	151	28/02/2017
12	SETTLEMENT	532	408	660	259	09/12/2016
13	> DEPUTY COMMISSIONER KANGRA (REVENUE)	1242	986	655	541	26/02/2017
14	> DEPUTY COMMISSIONER MANDI (REVENUE)	10343	0	637	490	27/02/2017
15	HIGH COURT OF HIMACHAL PRADESH	495	0	617	95	28/02/2017
16	INDUSTRIES	1185	864	581	434	01/02/2017
17	> DEPUTY COMMISSIONER SHIMLA (REVENUE)	281	235	575	464	25/02/2017
18	> TREASURY, ACCOUNTS AND LOTTERIES	11	0	542	1	20/01/2017
19	> HOME GUARD/CIVIL DEFENCE AND FIRE SERVICES	0	0	428	381	26/11/2016
20	> DEPUTY COMMISSIONER CHAMBA (REVENUE)	0	0	396	35	20/02/2017
21	> DIRECTORATE OF PRISONS AND CORRECTIONAL SERVICES	545	419	386	12	28/02/2017
22	PERSONNEL	0	0	383	78	28/02/2017
23	INFORMATION AND PUBLIC RELATIONS	500	0	341	229	28/02/2017
24	COOPERATION	0	0	338	0	27/02/2017
25	> CSK AGRICULTURE UNIVERSITY PALAMPUR	0	0	303	6	15/07/2016
26	> DEPUTY COMMISSIONER HAMIRPUR (REVENUE)	0	0	288	162	21/02/2017

Sr. No.	Department Name	Total Sanction Strength	Total Post Filled	eService Book Master Entry Started For		Last Updated On Date
				Total Initiated	Employees Completed (Verified)	
37	> DEPUTY COMMISSIONER SOLAN (REVENUE)	0	0	281	1	22/12/2016
38	> DIRECTORATE OF PROSECUTION	422	361	270	253	28/02/2017
39	LABOUR AND EMPLOYMENT	426	225	264	203	27/02/2017
40	PANCHAYATI RAJ	0	0	258	239	25/02/2017
41	ELECTION	305	269	257	186	21/02/2017
42	> DEPUTY COMMISSIONER SIRMOUR (REVENUE)	0	0	246	224	18/02/2017
43	> MUNICIPAL CORPORATION SHIMLA	0	0	243	0	16/02/2013
44	FISHERIES	0	0	235	188	27/02/2017
45	> DEPUTY COMMISSIONER BILASPUR (REVENUE)	324	266	234	84	21/02/2017
46	> HPSEB LIMITED	0	0	228	0	13/02/2017
47	> DEPUTY COMMISSIONER UNA (REVENUE)	0	0	199	178	21/01/2017
48	> DEPUTY COMMISSIONER KULLU (REVENUE)	6	0	193	118	23/02/2017
49	PRINTING AND STATIONERY	0	0	193	183	28/02/2017
50	> DIRECTORATE OF CONSOLIDATION AND HOLDINGS	373	322	190	181	30/01/2017
51	HOME DEPARTMENT	0	0	184	32	25/02/2017
52	> HP STATE POLLUTION CONTROL BOARD	0	0	178	4	23/12/2016
53	> HP VIDHAN SABHA	0	0	177	0	19/07/2014
54	FINANCIAL COMMISSIONER (REVENUE)	131	111	170	0	27/02/2017
55	TOWN AND COUNTRY PLANNING	0	0	165	101	20/02/2017
56	> THE KANGRA CENTRAL COOPERATIVE BANK LTD	0	0	165	0	07/02/2015
57	> HIMURJA	208	148	157	52	28/02/2017
58	> ECONOMICS AND STATISTICS	0	0	121	2	17/02/2017
59	> DEPUTY COMMISSIONER KINNAUR (REVENUE)	0	0	112	105	29/08/2016
60	> HP STATE AGRICULTURE MARKETING BOARD	0	0	105	0	12/08/2016
61	> HP HOUSING AND URBAN DEVELOPMENT AUTHORITY	0	0	102	0	18/02/2017
62	LANGUAGE AND CULTURE	1	0	102	5	30/12/2016
63	YOUTH SERVICES AND SPORTS	0	0	97	40	01/01/2014
64	> DIRECTORATE OF FORENSIC SCIENCE	144	119	96	44	28/02/2017
65	PLANNING	0	0	96	0	28/02/2017
66	> DIVISIONAL COMMISSIONER MANDI (REVENUE)	0	0	93	0	10/02/2017
67	TRANSPORT	275	0	88	71	25/02/2017
68	> GAD	0	0	87	62	10/05/2016
69	> HP KHADI AND VILLAGE INDUSTRIES BOARD	0	0	84	0	11/04/2012
70	> HP SC AND ST CORPORATION	0	0	83	0	06/01/2010
71	> LOCAL AUDIT DEPARTMENT	0	0	78	15	21/12/2016
72	> DIVISIONAL COMMISSIONER (SHIMLA)	0	0	76	0	21/01/2017
73	> HP STATE CONSUMER DISPUTES REDRESSAL COMMISSION	1	0	75	34	12/05/2016

Sl. No.	Department Name	Total Sanction Strength	Total Post Filled	eService Book Master Entry Started For		Last Updated On Date
				Total Initiated	Completed (Verified)	
75	URBAN DEVELOPMENT	42	31	72	24	17/02/2017
76	TOURISM AND CIVIL AVIATION	0	0	67	0	14/12/2016
77	> HPPSC	103	78	65	0	05/10/2016
78	> DIVISIONAL COMMISSIONER KANGRA (REVENUE)	34	0	63	0	23/02/2017
79	> DEPUTY COMMISSIONER LAHAUL AND SPITI (REVENUE)	116	0	62	30	28/12/2016
80	> HP SUBORDINATE SERVICES SELECTION BOARD	0	0	58	0	16/02/2017
81	> GOVERNOR SECRETARIAT	0	0	58	20	26/03/2015
82	> ABV INSTITUTE OF MOUNTAINEERING AND ALLIED SPORTS	0	0	57	0	26/02/2016
83	> SAINIK WELFARE DEPARTMENT, HAMIRPUR	10	7	56	2	23/02/2017
84	> HANDICRAFT AND HANDLOOM CORPORATION	0	0	49	0	18/03/2015
85	> ADVOCATE GENERAL	243	96	47	3	20/02/2017
86	> DIRECTORATE OF LAND RECORDS	0	0	43	32	24/09/2016
87	TRIBAL DEVELOPMENT	0	0	40	16	14/12/2016
88	> HIPA	0	0	38	0	29/07/2016
89	> DIRECTORATE OF DENTAL HEALTH SERVICES	0	0	34	17	22/08/2013
90	> HP EX-SERVICEMAN CORPORATION	1	1	26	20	28/02/2017
91	> SMALL SAVINGS	28	0	23	1	22/09/2016
92	ENVIRONMENT, SCIENCE AND TECHNOLOGY	0	0	22	19	06/02/2016
93	> STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONEMENT	0	0	20	1	29/01/2014
94	> HP WOOL FEDERATION LIMITED	0	0	20	0	20/02/2017
95	> ELECTRICAL INSPECTORATE	48	29	15	1	23/03/2016
96	> HP STATE SEED AND ORGANIC PRODUCE AGENCY	0	0	15	0	20/03/2013
97	> HP STATE LEGAL SERVICE AUTHORITY	16	16	15	15	23/02/2017
98	> STATE ELECTION COMMISSION	0	0	13	0	02/01/2017
99	> HP ELECTRICITY REGULATORY COMMISSION	48	19	12	0	12/12/2016
100	> HP MINORITIES FINANCE AND DEVELOPEMENT CORPORATION	0	0	11	10	05/03/2010
101	> HP STATE SMALL INDUSTRIES AND EXPORT CORPN	37	0	11	4	20/12/2011
102	> HP GENERAL INDUSTRIES CORPORATION	0	0	11	0	16/07/2011
103	> ESTATE OFFICE	0	0	11	0	27/12/2016
104	INFORMATION TECHNOLOGY	21	14	10	10	11/03/2016
105	> HP STATE COMMISSION FOR BACKWARD CLASS	17	13	9	9	13/04/2016
106	> DISASTER MANAGEMENT	0	0	9	0	15/11/2016
107	> HP STATE JUDICIAL ACADEMY	23	22	8	6	06/01/2017
108	> HP TAKNIKI SHIKSHA BOARD, DHARAMSALA	0	0	7	0	29/03/2010
109	> HOSPITALITY AND PROTOCOL	0	0	6	3	23/12/2016
110	> MILKFED	0	0	4	0	06/07/2013

Sr. No.	Department Name	Total Sanction Strength	Total Post Filled	eService Book Master Entry Started For Employees		Last Updated On Date
				Total Initiated	Completed (Verified)	
111	> ELECTRONIC DEVELOPEMENT CORPORATION	0	0	4	0	
112	> FOREST CORPORATION	0	0	3	0	05/09/2013
113	> LOKAYUKTA	0	0	3	0	
114	>> DUMMY DEPARTMENT (NOT IN USE)	0	0	3	0	08/11/2016
115	> HP UNIVERSITY, SUMMER HILL SHIMLA	0	0	3	0	17/04/2013
116	> HP BOARD OF SCHOOL EDUCATION, DHARAMSHALA	0	0	2	0	
117	> HIMACHAL PRADESH POWER TRANSMISSION CORP. LTD (HPPTCL)	0	0	2	0	07/05/2013
118	> STATE INDUSTRIAL DEVELOPMENT CORPORATION	0	0	2	0	
119	> AGRO INDUSTRIES PKG INDIA LIMITED	0	0	2	0	
120	> DIRECTORATE of VIGILANCE	0	0	1	0	28/09/2012
121	> DISTRICT GAZETTEER	0	0	1	0	
122	> POWER CORPORATION	0	0	1	0	28/07/2016
123	> RESIDENT COMMISSIONER DELHI	0	0	1	0	
124	> HBCFDC Kangra	0	0	1	0	22/10/2009
125	> HPMC	0	0	1	0	
Grand Total:-		240358	172341	209377	167249	

Transfer orders

Messages

- arbr-hp@nic.in
- Inbox (24037)
- SMS
- Trash [TrashCan]
- Sent [SentMail]
- Drafts (7)
- PreMigrationINBOX
- ProbablySpam

Inbox empdashboard...

Save Send

Employee Personal Inf

Name : ...
 Date of Birth : ...
 Date of Retirement : ...
 eSalary Code : ...
 Gender : ...
 Employee Type : ...
 Designation : ...
 Parent Department : ...
 Current Office : ...
 Current Department : ...
 Establishment Office : ...
 Establishment Department : ...

Employee Address Inf

Checklist (0)

Pin Code :

Date Of Joining :

Mobile Number :

B. H. Full Name :

H. C. Code :

No. Qualifying Service :

Update Details

If Above Details Are Already

SEAMLESS COMMUNICATION BETWEEN GOVERNMENT AND CITIZENS