

No. EDN-H (1)-10/2008-PMIS  
Directorate of Higher Education  
Himachal Pradesh

Dated: Shimla-171001, the

To

1. All the Deputy Directors of Hr. Education,  
Himachal Pradesh
2. All the Principals, Govt. Degree Colleges,  
Himachal Pradesh
3. All the Principals, Govt. Sr. Sec. Schools/ Head Masters Govt. High Schools/  
Commander NCC Group Head quarter & all units/ Librarian C.S.L. Solan & all  
Distt. Libraries in H.P.

**Subject: - Regarding digitization of Service books entries on Manav Sampda Portal.**

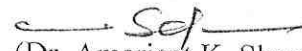
Memo:

With reference to Department of Finance letter No. Fin(TR)A(5)-13/94-V dated 16.05.2020 vide which it is intimated the department wise status of (e-service Bok) data entry progress reveals that there are many departments which have not completed the digitization of eservice book entries on the Manav Sampda portal and therefore pension paper are not being generated through this system. It has therefore been decided that all DDOs/ Heads of offices shall complete the digitization process before 31.8.2020. They will send report to attach Treasury on 15<sup>th</sup> of every month (**copy enclosed**) in the following format:

Sr. No.	No of Total Officials	Number of records digitized till 15th June / July/August	Remaining records to be digitized
1			

In this connection, all the Heads of Offices/ DDOs are directed to ensure strict compliance of the observation of the Finance Department and send report to attached Treasury as per schedule so fixed above.

Encls: As above

  
(Dr. Amarjeet K. Sharma)  
Director Higher Education  
Himachal Pradesh

email: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in) Phone: 0177/2656621


Endst. No. Even

Dated Shimla - 171001

15/6/2020

Copy for information to:-

1. The Secretary (Education) to the Govt. of H.P.
2. The P.S. to the Director of Higher Education, H.P.
3. The Technical Officer, Dte. of Hr. Education, H.P for updating the website
4. The Incharge, Store Section Dte. of Hr. Education for strict compliance.
5. The Spl. Secy. (Fin) Wgt. No Fin (TR) A (5)-13/94-V dated 16/05/2020.
6. Guard file.

  
Director Higher Education  
Himachal Pradesh



2011 9896  
9/6/2020

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

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From

Principal Secretary (Finance) to  
the Government of Himachal Pradesh

To

All Head of Departments  
Government of Himachal Pradesh

Dated: Shimla-171009 the 16<sup>th</sup> May, 2020

Subject: -

Regarding digitization of Service books entries on  
Manav Sampda Portal.

Sir,

ManavSampda(<https://genormis.hp.nic.in/>) was rolled out in the State a few years ago. This software can be used for digitization of manual service books entries, filling of ACR, generating transfer orders, applying online leaves, tour and Generating online pension papers etc. This department vide letter No. Fin(TR)A(5)-13/94-V dated 06-07-2017 requested to complete data entry work in Manav Sampda and to generate all pension papers for AG office through Manav Sampda software.

However, the Department wise status of (e-Service Book) data entry progress reveals that there are many departments which have not completed the digitization of eService Book entries on this portal and therefore pension paper are not being generated through this system. It has therefore been decided that all DDOs/Heads of offices shall complete the digitization process before 31.8.2020. They will send report to attach Treasury on 15<sup>th</sup> of every month in the following format:

Sr. No	No. of officials	Total Number of records digluzed till 15 <sup>th</sup> June/July/August	Remaining records to be digitized

STG (K...)

APC  
11/06/2020

G.N. Sharma / Sh. Chinita / Sh. Hira Lal V  
CA  
09/06/2020



It is therefore, requested to issue necessary directions to all the establishment officer/DDOs of your department to complete the digitization work of service book on Manav Sampada before 31.08-2020.

Yours faithfully,

(D.D. Sharma) IAS

Special Secretary Finance-cum-Director  
Treasuries, Accounts & Lotteries, HP.  
Shimla-171009

Endst No. No. Fin (TR) A (5)-13/94-V Dated Shimla-171009 the 16<sup>th</sup> May, 2020

Copy to:

No 5382, dt 16/5/2020

1. The Pr. Accountant General for information. It is requested that pension papers generated through Manav Sampada may only be accepted.
2. The Deputy Director General-cum-SIO NIC for information.
3. All the DTO and TO in the State. They are directed to intimate all DDOs about this decision of the government. They must compile report submitted by DDOs on above format and send compiled information to this office.
4. All the Deputy Directors (Inspection) for information. They are directed to ensure compliance of these instructions.

(D.D. Sharma) IAS

Special Secretary Finance-cum-Director  
Treasuries, Accounts & Lotteries, HP.  
Shimla-171009