

Deputy Director of
School Education.(Sec)

17 APR 2026

Dispatch No. 777
Kangra at Dharamshala

No. EDN-KGR (N.O)2026-
Office of the Deputy Director of School Education (Secondary)
Kangra at Dharamshala.

Dated Dharamshala-176215 17.04.2026

To
All the Principals/Headmasters,
Govt. Sr. Sec./High Schools,
District Kangra.

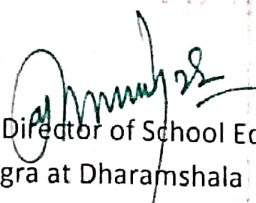
Subject: Regarding deficiencies observed in pension cases – ensuring submission of complete and correct records through Manav Sampada.

Memo,

All the heads are directed to ensure the compliance of the attached letters as directed by The Joint Controller (F&A).

All the pension cases being submitted online must be complete in every aspect before submission to the concerned authority.

All to note for strict compliance.


Dy. Director of School Education (Sec.)
Kangra at Dharamshala

Through mail

No. EDN-SE-H(9)B(10)PENSION-206/2025(Misc)-Vol-I
Directorate of School Education,
Himachal Pradesh, Shimla-171001

Directorate of School Education
17 APR 2026
Himachal Pradesh, Shimla-171001

To Dated: Shimla, the
All the Deputy Directors of School Education (Sec./Elem.)
Himachal Pradesh

Subject: *Regarding deficiencies observed in pension cases – ensuring submission of complete and correct records through Manav Sampada.*

Sir/Madam,

Please find enclosed herewith a copy of letter No. Fin(TR)A(5)13/94-V-Loose(222997)-118 dated 08-04-2026 received from the Finance Department, Government of Himachal Pradesh, regarding deficiencies observed in pension cases submitted to the Office of the Accountant General, Himachal Pradesh through the Manav Sampada portal.

In this regard, it has been observed that pension cases forwarded by various Drawing and Disbursing Officers (DDOs) under your jurisdiction are deficient in several respects, which is causing delays in the timely processing and authorization of pensionary benefits.

The deficiencies, inter alia, include the following:


- Incomplete and inadequate entries in e-Service Books
- Non-uploading of Pay Verification Certificates
- Missing year-wise Pay Fixation Sheets (from 30-09-2012 onwards)
- Non-reflection of non-qualifying service and pending departmental/judicial proceedings in Form-7
- Improper recording of contract/work-charged service
- Non-uploading of e-Challan along with supporting certificates

In view of the above, you are hereby requested to direct all the DDOs under your control to ensure the following:

1. All pension cases are **thoroughly verified** before submission.
2. eService Books are **scrutinized carefully** to confirm that all requisite details such as Date of Joining, promotions, ACPs, service verification, dies non periods, and court case details are properly recorded.
3. All mandatory documents, including: Pay Verification Certificate, Year-wise Pay Fixation Sheets, e-Challan along with supporting certificates is duly uploaded on the Manav Sampada portal.
4. Contract/work-charged service, if any, is **correctly reflected** along with regular service in both the e-Service Book and Form-7.

You are further directed to issue **strict instructions** to all concerned DDOs under your jurisdiction to comply with these directions meticulously. Any lapse in this regard shall be viewed seriously and responsibility shall be fixed accordingly.


This may be treated as **MOST URGENT**.


Joint Controller (F & A)
Directorate of School Education
Himachal Pradesh, Shimla-1
the, April, 2026

Endst. No. Even Dated: Shimla-171001

Copy to:-

1. The DDO, Directorate of School Education, Shimla-1 Himachal Pradesh for further necessary action.
2. The Supdt. E-1 Branch, Directorate of School Education, Shimla-1 Himachal Pradesh for further necessary action.
3. Guard file.


Joint Controller (F & A)
Directorate of School Education
Himachal Pradesh, Shimla-1

No. Fin (TR)A(5)13/94-V-Loose(222997) / 118 dt 8/4/2026
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

th
08 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.

Yours faithfully,

Vijay Wardhan

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

Director

Treasuries, Accounts & Lotteries, HP
Shimla-171009

Endst. No. Fin (TR) A (5)13/94-V-Loose (222997) Dated the 08th 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.

PUC-2

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) **3599-3601/20/11/25**
 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 th 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
 Date: 19-11-2025 17:45:01

Endst. No. Fin (TR) A (5)13/94-V-Loose (133928) Dated the th 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

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

Copy to:

- I. The Deputy Director General cum SIO NIC HP, 6th Floor, Armsdale Building, HP Secretariat for information please.

o/c

(Rohit Jamwal) IAS

Director

Treasuries, Accounts & Lotteries, HP.
Shimla-171009