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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

Dated: Shimla, the

To

✓ 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:

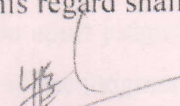
- Incomplete and **inadequate entries** in e-Service Books
- Non-uploading of Pay Verification Certificates
- Missing year-wise Pay Fixation Sheets (from 30-09-2012 onwards)
- Non-reflection of non-qualifying service and pending departmental/judicial proceedings in Form-7
- Improper recording of contract/work-charged 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-I Himachal Pradesh for further necessary action.
2. The Supdt. E-1 Branch, Directorate of School Education, Shimla-I Himachal Pradesh for further necessary action.
3. Guard file.

Joint Controller (F & A)
Directorate of School Education

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

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

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.

Signed 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