

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

Subject: - Submission of Family Pension Cases in respect of NPS to OPS converted employees through Manav Sampada Portal.

Enclosed please find herewith a photocopy of letter No.TAL-NPS02-/1/2018-1/323 dated 02.05.2026 alongwith its enclosures received from the Principal Secretary (Finance) to the Govt. of Himachal Pradesh, Shimla on the subject cited above. He is requested to display above letter on the official website of the department at the earliest please .

Encl:As Above.

Signed by

Surinder Kumar Soni

Date: 06-05-2026 13:06:40

Registrar,

Himachal Pradesh, PWD,

Nigam Vihar, Shimla-2

The Executive Engineer (IT),
HP.PWD, Shimla-2

The Supdt. Gr-I Cash section
In this office.

No.PWE-94-82 (Misc)/29-ES-I- 866660

Dated:- 06-5-2026

TAL-NPS02-1/2018-1/323 2/5/2026
Government of Himachal Pradesh
"Finance Department"
(Treasuries, Accounts and Lotteries)

From

The Principal Secretary (Finance) to the
Government of Himachal Pradesh.

To

All the Administrative Secretaries,
All the Heads of Departments,
in Himachal Pradesh.

Dated Shimla-171009, the

06th April, 2026

Subject: Submission of Family Pension Cases in respect of NPS to OPS converted employees through Manav Sampada Portal.

Sir/Madam,

It is hereby brought to your notice that the office of the Accountant General (A&E), Himachal Pradesh has discontinued acceptance of physical pension cases with effect from 01.02.2026.

Accordingly, to process the family pension cases of NPS employees expired while in service before 31.03.2023 and were covered under Finance Department office memorandum No. Fin (Pen) A(3)-1/2019 dated 22.02.2022, the following procedure shall be strictly followed:

1. Submission through Manav Sampada Portal:

All such family pension cases shall mandatorily be processed and submitted through the Manav Sampada Portal by the concerned DDO. No physical pension papers shall be forwarded to the office of Accountant General.

2. Handling of Service Books:

The physical Service Books in such cases shall be forwarded to the Directorate of Treasuries, Accounts & Lotteries, Himachal Pradesh for necessary scrutiny through concerned District Treasury Officer.

3. Intimation of Government Recovery:

After examination of Service Books, the Directorate shall calculate and intimate the Government recovery amount, if any, to the concerned Drawing & Disbursing Officer (DDO).

4. Return of Service Books:

The Service Books shall thereafter be returned to the concerned DTO along with recovery certificate issued by Directorate of Treasuries, Account & Lotteries.

5. **Preparation of Pension Case by DDO:**

The concerned DDO shall prepare and finalize the family pension case on the Manav Sampada Portal.

6. **Uploading of Recovery Certificate:**

The DDO shall mandatorily upload the certificate issued by the Directorate of Treasuries, Accounts & Lotteries on the Manav Sampada Portal while submitting the pension case.

All departments are directed to ensure strict compliance with the above instructions. It is further requested that all DDOs under your control may be intimated accordingly for necessary compliance.

This issues with the approval of the competent authority.

Your faithfully

Signed by

Vijay Wardhan

Director

Date: 09-04-2026 12:12:58
Treasuries, Accounts & Lotteries

Shimla 171009