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**Annexure A-: Copy of Office Order No.Per(AP-B)A(8)-3/2008 dated 16-July-2008  
Utilization of application to all Secretaries/Department Heads/Commissioners**

**PERSONAL ATTENTION**  
**MOST IMMEDIATE**

No.Per(AP-B)A(8)-3/2008  
Government of Himachal Pradesh  
Department of Personnel (AP-II)

-----  
Dated Shimla-2, 16<sup>th</sup> July, 2008.

From

Chief Secretary to the  
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. All Divisional Commissioners in Himachal Pradesh.
4. All Deputy Commissioners, Himachal Pradesh.

Subject: Utilization of PMIS - Entry of service details of all officers /officials.

Sir,

I am directed to refer to this department letter of even number dated 15<sup>th</sup> July, 2008 on the subject cited above and to say that now the date of commencement of the training programme is 29-07-2008(copy of schedule is enclosed). Training will be given in Room No. 613A, Armsdale Building, H.P.Secretariat, Shimla-2 at 11.00 AM to 5.00 PM every day with half

It is, therefore, requested that the following 3 officers/officials from Head Office of each department may be deputed for the said training as per schedule:-

1. Head of Office Administrator for giving permissions to the employees for entering the service book and verifying including the field offices and user management.
2. One person for data entry of service books.
3. One person for verifying the e-service books.

...2....

: 2 :


In addition, the officers/officials who attend the aforesaid training from Head Office should bring the following list/documents:-

1. List of all offices up-to the lowest level in the department.
2. List of all existing designations in the department.
3. Two service books for data entry.

The training schedule and other related information is available under top menu bar option "eService" (eServicebook- (Personnel-MIS)) at <http://himachal.nic.in> web site.

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

Yours faithfully,


  
Deputy Secretary(Personnel) to the  
Government of Himachal Pradesh.

No. Per(AP-B)A(8)-3/2008 Dated: Shimla-171002 16<sup>th</sup> July, 2008.

Copy alongwith training schedule is forwarded to:-

1.  The SIO and Senior Technical Director, National Informatics Centre, 6<sup>th</sup> floor, H.P.Sectt. Shimla-2 for information and further necessary action.

2. The Additional Secretary(SA-R&I-II) to the Government of Himachal Pradesh, Shimla-2 for information and further necessary action. He is requested to please book the Room No. 613A, Armsdale Building for the training programme w.e.f. 29-07-2008 to 11-09-2008 and depute the officials for providing drinking water & cleaning the room etc for the aforesaid period.

  
Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh.

**SUMMARY RECORD OF PROCEEDINGS OF COMMITTEE OF SECRETARIES HELD ON 02.04.2011 AT 10.15 AM UNDER THE CHAIRPERSONSHIP OF CHIEF SECRETARY**

The meeting of Committee of Secretaries was held on 02.04.2011 at 10.30 AM under the Chairpersonship of Chief Secretary.

List of participants is at **Annexure 'A'**.

Secretary (AR) welcomed the Chief Secretary, all the Secretaries, Director IT and Spl. Secretary (Finance) to the COS meeting. With the permission of the Chair the Agenda in the following order was taken up.

**AGENDA ITEMS:-**

- d) **PMIS:** The progress of PWD in completing close to 36,000 records was commended. Progress in IPH, Health and Higher Education Departments was also very good. Education department was asked to cover even their non-teaching staff going forward. The Pr. Secretary (Education) was requested to ramp up the progress of data entry in PMIS for the Department of Primary Education. As big departments have demonstrated the possibility of doing the task in a fixed timeframe all other departments were asked to set targets at their own level and ensure completion accordingly.

**B2: Summary Record of Proceedings of Committee of Secretaries held on 02-05-2011**

**SUMMARY RECORD OF PROCEEDINGS OF COMMITTEE OF SECRETARIES HELD ON 02.05.2011 AT 2:15 PM UNDER THE CHAIRPERSONSHIP OF CHIEF SECRETARY**

Secretary (AR) welcomed the Chief Secretary, all the Secretaries and Director, IT to the COS meeting. List of participants is at **Annexure 'A'**. With the permission of the Chair the Agenda in the following order was taken up.

**AGENDA ITEMS:-**

- d) **PMIS:** The progress of the work by departments was noted. C.S. stressed that the priority should be on verification of the service books so that issuance of transfer orders, recording of increments etc. which were facilitated by the application could be put to use. All Secretaries were asked to focus on this aspect and circulate instructions to all field offices to embark upon completion of verification of data of services records and ensure regular updating.

**B3: Summary Record of Proceedings of Committee of Secretaries held on 28-06-2011**

**SUMMARY RECORD OF PROCEEDINGS OF COMMITTEE OF SECRETARIES HELD ON 28.06.2011 AT 10:15 AM UNDER THE CHAIRPERSONSHIP OF CHIEF SECRETARY**

Secretary (AR) welcomed the Chief Secretary and all the Secretaries to the COS meeting. List of participants is at **Annexure 'A'**. With the permission of the Chair the Agenda in the following order was taken up.

- d) **PMIS:** The progress of data entered by various departments under PMIS was reviewed. It was decided that the Department of IT shall circulate guidelines to all departments regarding the processes and procedures for verification of service records. Also, for the next COS, Department of IT should have complete information about progress made on PMIS by all departments of the Government.

**B4: Summary Record of Proceedings of Committee of Secretaries held on 28-07-2011**

**SUMMARY RECORD OF PROCEEDINGS OF  
COMMITTEE OF SECRETARIES HELD ON 28.07.2011 AT  
3:30 PM UNDER THE CHAIRPERSONSHIP OF CHIEF  
SECRETARY**

Secretary (AR) welcomed the Chief Secretary, Addl. Chief Secretaries and all the Secretaries to the COS meeting. List of participants is at **Annexure 'A'**. With the permission of the Chair the Agenda in the following order was taken up.

**AGENDA ITEMS:-**

- **PMIS** some more effort required by all department to ensure 100% achievement by next COS

(Action: All Secretaries -Coordinating Department: IT)

**B5: Summary Record of Proceedings of Committee of Secretaries held on 05-09-2011**

**SUMMARY RECORD OF PROCEEDINGS OF COMMITTEE OF  
SECRETARIES HELD ON 05.09.2011 AT 2:30 PM UNDER THE  
CHAIRPERSONSHIP OF CHIEF SECRETARY**

Secretary (AR) welcomed the Chief Secretary, Addl. Chief Secretaries and all the Secretaries to the COS meeting. List of participants is at **Annexure 'A'**. With the permission of the Chair the Agenda in the following order was taken up.

**AGENDA ITEMS:-**

- All departments to ensure 100% achievement in **PMIS** by next COS. Hence forth this data should be used for analysis and manpower planning.

**B6: Proceeding of Committee of Secretaries held on 29-10-2011**

**SUMMARY RECORD OF PROCEEDINGS OF COMMITTEE OF SECRETARIES HELD ON 29.10.2011 AT 10:30 AM UNDER THE CHAIRPERSONSHIP OF CHIEF SECRETARY**

Secretary (AR) welcomed the Chief Secretary, Addl. Chief Secretary and all the Secretaries to the COS meeting. List of participants is at Annexure 'A'. With the permission of the Chair the Agenda in the following order was taken up.

**AGENDA ITEMS:-**

**PMIS:**

- Retirement profile of the employees of major departments should be available to Chief Minister and Chief Secretary, Administrative Secretaries and HoDs for manpower planning.
- IT Department to take up Health Department as model department for implementing the PMIS system in a comprehensive manner in order to showcase the benefits of the system.

(Action: All Secretaries -Coordinating Department: IT)

**B7: Proceeding of Committee of Secretaries held on 28-11-2011**

Minutes of Meeting of the Committee of Secretaries chaired by Chief Secretary on 28<sup>th</sup> November 2011.

At the outset Pr Secretary (AR,T and FA) welcomed the Chief Secretary and all the Secretaries present at the meeting. List of Attendees annexed.

**PMIS:**

- At various stages of verification and entry. Larger departments such as Education, Health, PWD, RD, IPH, Home and Secretariat to review.
- Problems of updation pervasive.
- To consider incorporating leave applications online- both application and sanction so that seamlessly it can be integrated with PMIS.
- DIT to come up with more such suggestions

**B8: Proceeding of Committee of Secretaries held on 29-12-2012**



**SUMMARY RECORD OF PROCEEDINGS OF COMMITTEE OF SECRETARIES HELD ON 29.12.2011 AT 10:30 AM UNDER THE CHAIRPERSONSHIP OF CHIEF SECRETARY**

Secretary (AR) welcomed the Chief Secretary, Addl. Chief Secretary and all the Secretaries to the COS meeting. List of participants is at **Annexure 'A'**. With the permission of the Chair the Agenda in the following order was taken up.

**AGENDA ITEMS:-**

**PMIS:**

- List of queries that can be generated using PMIS circulated to all Secretaries.
- Out of a total 2,26,392 records initiated only 1,59,818 records stand verified and needs to be expedited to use the system effectively.

**B9: Proceeding of Committee of Secretaries held on 01-02-2012**

**SUMMARY RECORD OF PROCEEDINGS OF COMMITTEE OF SECRETARIES HELD ON 01.02.2012 AT 3:00 AM UNDER THE CHAIRPERSONSHIP OF CHIEF SECRETARY**

Secretary (AR) welcomed the Chief Secretary, Addl. Chief Secretaries and all the Secretaries to the COS meeting. List of participants is at **Annexure 'A'**. With the permission of the Chair the Agenda in the following order was taken up.

**AGENDA ITEMS:-**

**PMIS:**

- Review meeting with Education and Health department is being convened on 2.02.2012
- Application has been enabled to upload property statements

**(Action: All Secretaries -Coordinating Department: IT)**

**C1 :Office Order No.Per(AP-B)A(8)-3/2008 dated 24-Oct-2008  
Utilization of application to High Court/Left out Boards/Corporation/Department**

Government of Himachal Pradesh  
Department of Personnel (AP-II)

Dated Shimla-2, 24<sup>th</sup> October, 2008.

From

Chief Secretary to the  
Government of Himachal Pradesh.

To

1. Registrar General,  
High Court of Himachal Pradesh.
2. Director,  
Environment, Science & Technology,  
Shimla-171002.
3. Registrar,  
Directorate of Cooperation,  
Kasumpti, Shimla-171009
4. Director,  
Tech. Education, Sunder Nagar,  
Distt. Mandi.
5. Presiding Officer,  
H.P.Industrial Tribunal-cum-Labour Court,  
Shimla-171001.
6. Director,  
Sainik Welfare Department,  
Hamirpur.
7. Director,  
Information Technology,  
Shimla-171009.
8. Controller(F&A),  
Department of Personnel,  
H.P.Secretariat, Shimla-171002.
9. All the Managing Directors, Registrars, Secretaries of Boards,  
Corporations, Autonomous Bodies etc. in Himachal Pradesh.

Subject:

Utilization of PMIS - Entry of service details of all officers /officials.

**C2: Training Schedule of Software for all departments  
(we.f 29-07-2008 tp 11-09-2008)**

1. List of office levels in the department.
2. List of all offices (Office Name, Office Address, District, Constituency, Designation of Office Head and Telephone Number) of the department.
3. List of all existing designation in the department.
4. Two service books.

Training Schedule for Personnel MIS Software ( w.e.f. 29-07-2008 to 11-09-2008)

Organized by

National Informatics Centre, Himachal Pradesh, Government of India.

and

Department of Personnel, Himachal Pradesh.

Sr. No.	Date	Name of Department	Participants: (3 persons from Head Office of each departemnt)
1	29/07/2008 30/07/2008	1 Advocate General 2 Agriculture 3 Animal Husbandry 4 Ayurveda 5 Revenue	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
2	01/08/2008 to 02/08/2008	1 Cooperation 2 District Gazetteer 3 DC Bilaspur 4 DC Chamba 5 DC Hamirpur	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
3	05/08/2008 to 06/08/2008	1 DC Kangra 2 DC Kinnaur 3 DC Kullu 4 DC L & S 5 DC Mandi	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
4	07/08/2008 08/08/2008	1 DC Shimla 2 DC Sirmour	1. Head Office MIS Administrator 2. Data Entry of eService Book

		3 DC Solan 4 DC Una 5 Dental Health Services	3. Verification of eService Book
5	11/08/2008 to 12/08/2008	1 DGP Police 2 DGP Vigilance/Enforcement 3 Lokayukta 4 Div Com Kangra 5 Div. Com Mandi	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
6	13/08/2008 to 14/08/2008	1 Div Com Shimla 2 Eco & Statistics 3 Education (Higher) 4 Education (Elementary) 5 Election	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
7	18/08/2008 to 19/08/2008	1 Electrical Insp 2 Estate Office 3 Excise & Taxation 4 Fire Services 5 Fisheries	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
8	20/08/2008 21/08/2008	1 Food & Civil Supplies 2 Forest 3 GAD 4 Governor Secretariat 5 Health & Family Welfare	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book

9	22/08/2008 to 23/08/2008	1 HIPA 2 Home Guards 3 Horticulture 4 Hospitality & Protocol 5 HP SSS Board	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
10	25/08/2008 to 26/08/2008	1 Information & Technology 2 Industries 3 Inf. & Public Relation 4 IPH 5 Labour Court	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
11	27/08/2008 to 28/08/2008	1 LAC 2 Land Records 3 Consolidation 4 Labour & Employment 5 Local Audit	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
12	29/08/2008 30/08/2008	1 Medical Edu & Research 2 Panchayati Raj 3 Controller(F&A) H.P.Sectt. 4 Personnel A.I 5 Personnel A.IV	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
13	01/09/2008 to 02/09/2008	1 Planning 2 Printing & Stationery 3 Prisons 4 Prosecution 5 Public Service Commission	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
14	03/09/2008 to 04/09/2008	1 PWD 2 RC Office HP New Delhi 3 Rural Development 4 Secretariat Administration	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
15	05/09/2008 to 06/09/2008	1 Social Justice & Empowerment 2 Sainik Welfare 3 Small savings 4 State Lotteries 5 Treasuries, Accounts & Lotteries	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book

16	08/09/2008 to 09/09/2008	1 Town & Country Planning 2 Tech Education S/Nagar 3 Tourism & Civil Aviation 4 Transport 5 Tribal Development AC	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book
17	10/09/2008 to 11/09/2008	1 Urban Development 2 Vidhan Sabha 3 Weights & Measures 4 Youth Services & Sports.	1. Head Office MIS Administrator 2. Data Entry of eService Book 3. Verification of eService Book

### Annexure-D: List of User Departments using the SW (146 departments)

AGRICULTURE	> DIRECTORATE OF PROSECUTION
ANIMAL HUSBANDRY	> DR. YASWANT SINGH PARMAR UNIVERSITY OF HORTI. AND FORESTRY,SOLAN
AYURVEDA	> DIRECTORATE of VIGILANCE
COOPERATION	> DISTRICT GAZETTEER
ELECTION	> DIRECTORATE OF CONSOLIDATION AND HOLDINGS
ELEMENTARY EDUCATION	> DIRECTORATE OF LAND RECORDS
ENVIRONMENT, SCIENCE AND TECHNOLOGY	> ESTATE OFFICE
EXCISE AND TAXATION	> ELECTRICAL INSPECTORATE
FINANCE	> ELECTRONIC DEVELOPEMENT CORPORATION
FINANCIAL COMMISSIONER (REVENUE)	> ECONOMICS AND STATISTICS
FISHERIES	> FINANCIAL CORPORATION
FOOD,CIVIL SUPPLIES AND CONSUMER AFFAIRS	> FOREST CORPORATION
FORESTS	> GOVERNOR SECRETARIAT
HEALTH AND FAMILY WELFARE	> GAD
HIGHER EDUCATION	> HANDICRAFT AND HANDLOOM CORPORATION
HORTICULTURE	> HBCFDC Kangra
HOME DEPARTMENT	> HP GENERAL INDUSTRIES CORPORATION
H.P.SECRETARIAT	> HIMACHAL ROAD TRANSPORT CORPORATION
HOUSING	> HP STATE POLLUTION CONTROL BOARD
INDUSTRIES	> HP STATE JUDICIAL ACADEMY
INFORMATION AND PUBLIC RELATIONS	> HIMACHAL PRADESH JUDICIARY
INFORMATION TECHNOLOGY	> HP STATE ENVIRONMENT AND PROTECTION
IRRIGATION AND PUBLIC HEALTH	> HP BUS STANDS MANAGEMENT AND DEVELOPMENT
LABOUR AND EMPLOYMENT	> HP STATE AGRICULTURE MARKETING BOARD
LANGUAGE AND CULTURE	> HP MINORITIES FINANCE AND DEVELOPEMENT CORPORATION
LAW AND LEGAL REMEMBRANCER'S OFFICE	> HP ROAD AND OTHER INFRASTRUCTURE DEVELOPMENT
MEDICAL EDUCATION	> HPMC
MULTI-PURPOSE PROJECTS AND POWER	> HP STATE SMALL INDUSTRIES AND EXPORT CORPN
NON-CONVENTIONAL ENERGY SOURCES	> HP VIDHAN SABHA
PANCHAYATI RAJ	> HP HOUSING AND URBAN DEVELOPMENT AUTHORITY
PARLIAMENTARY AFFAIRS	> HP IND. TRIBUNAL-CUM-LABOUR COURT
PLANNING	> HP BOARD OF SCHOOL EDUCATION, DHARAMSHALA
POLICE DEPARTMENT	> HP TAKNIKI SHIKSHA BOARD, DHARAMSALA
PRINTING AND STATIONERY	> HP UNIVERSITY, SUMMER HILL SHIMLA
PERSONNEL	> HP WOOL FEDERATION LIMITED
PUBLIC WORKS	> HP MAHILA VIKAS NIGAM SOLAN
REDRESSAL OF PUBLIC GRIEVANCES	> HP STATE SEED AND ORGANIC PRODUCE AGENCY
RURAL DEVELOPMENT	> HIMURJA
SETTLEMENT	> HP ELECTRICITY REGULATORY COMMISSION
SOCIAL JUSTICE & EMPOWERMENT	> HP SUBORDINATE SERVICES SELECTION BOARD

TECHNICAL EDUCATION,VOCATIONAL AND INDUSTRIAL TRAINING	> HP STATE COMMISSION FOR BACKWARD CLASS
TOURISM AND CIVIL AVIATION	> HP STATE COMMISSION FOR WOMEN
TOWN AND COUNTRY PLANNING	> HP STATE CONSUMER DISPUTES REDRESSAL COMMISSION
TRANSPORT	> HOSPITALITY AND PROTOCOL
TRIBAL DEVELOPMENT	> HIPA
YOUTH SERVICES AND SPORTS	> HPSEB LIMITED
URBAN DEVELOPMENT	> HPPSC
> ADVOCATE GENERAL	> HOME GUARD/CIVIL DEFENCE AND FIRE SERVICES
> AGRO INDUSTRIES CORPORATION	> HP EX-SERVICEMAN CORPORATION
> AGRO INDUSTRIES PKG INDIA LIMITED	> HIMFED
> BACKWARD CLASS FINANCIAL AND DEV CORP	> HP SC AND ST CORPORATION
> CIVIL SUPPLIES CORPORATION	> HP KHADI AND VILLAGE INDUSTRIES BOARD
> CSK AGRICULTURE UNIVERSITY PALAMPUR	> HP STATE LEGAL SERVICE AUTHORITY
> DIVISIONAL COMMISSIONER (SHIMLA)	> HP STATE COOP. BANK
> COOPERATIVE MARKETING CONSUMER	> LOCAL AUDIT DEPARTMENT
> COOPERATIVE DEVELOPMENT FEDERATION	> LOKAYUKTA
> CONTROLLER(FINANCE AND ACCOUNT) H.P.SECTT.	> POWER CORPORATION
> DEPUTY COMMISSIONER BILASPUR (REVENUE)	> MILKFED
> DEPUTY COMMISSIONER HAMIRPUR (REVENUE)	> MUNICIPAL CORPORATION SHIMLA
> DEPUTY COMMISSIONER SHIMLA (REVENUE)	> SMALL SAVINGS
> DEPUTY COMMISSIONER SIRMOUR (REVENUE)	> SAINIK WELFARE DEPARTMENT, HAMIRPUR
> DEPUTY COMMISSIONER SOLAN (REVENUE)	> STATE FORENSIC SCIENCE LABORATORY
> DEPUTY COMMISSIONER UNA (REVENUE)	> STATE COOPERATIVE MILK PRODUCERS FEDERATION LIMITED
> DEPUTY COMMISSIONER KANGRA (REVENUE)	> STATE COUNCIL FOR SCIENCE TECHNOLOGY AND ENVIRONEMENT
> DEPUTY COMMISSIONER KINNAUR (REVENUE)	> STATE COOPERATIVE WOOL PROCUREMENT
> DEPUTY COMMISSIONER KULLU (REVENUE)	> STATE ELECTION COMMISSION
> DEPUTY COMMISSIONER LAHAUL AND SPITI (REVENUE)	> STATE INDUSTRIAL DEVELOPMENT CORPORATION
> DEPUTY COMMISSIONER MANDI (REVENUE)	> STATE VIGILANCE BUREAU
> DIRECTORATE OF DENTAL HEALTH SERVICES	> STATE SOCIAL WELFARE BOARD
> DEPUTY COMMISSIONER CHAMBA (REVENUE)	> TREASURY, ACCOUNTS AND LOTTERIES
> DIVISIONAL COMMISSIONER KANGRA (REVENUE)	> TOURISM DEVELOPMENT CORPORATION (HPTDC)
> DIVISIONAL COMMISSIONER MANDI (REVENUE)	> BAGHAT COOP. BANK
> DIRECTORATE OF PRISON	> JOGINDRA CENTRAL COOP. BANK

**Annexure-E:Software generated e-Service Book of an employee**



eService Book  
HIMACHAL PRADESH



Employee Code Name 10008-> SURINDER SINGH VERMA  
Designation Head Constable Current posting At : DISTT. S.P. SOLAN

Section - A (FORM1:Employee Personal Information)

Father/ Mother/ Husband Name SH. DHYAN SINGH VERMA Gender Male  
Date of Birth 20 Jan 1974 Category General  
Caste RAJPUT Blood Group B+  
Religion Hindu Height (in cm) 176  
Marital Status Married Home State HP  
Personal Identification Mark MOLE ON RIGHT SIDE FACE  
LTC Home Town SHIMLA

Section - B (FORM2:Employee Address Details)

Peresent Address VERMA NIWAS, NEAR HIMRAL NIWAS, LOWER Permanent Address VILLAGE KISHOUR, P.O. DEHA, TEH. THEOG  
Block District THEOG Shimla Block District THEOG Shimla  
State HIMACHAL PRADESH State HIMACHAL PRADESH  
Pincode Pincode Phone 9418040650  
Mobile Phone 9418040650  
Email SURINDERSVERMA@GMAIL.COM

Section - C (FORM-5:Employee Family Details)

Member Name	Member Relation	Member Job Status
TAVISHI VERMA	Daughter	
MUSKAN VERMA	Daughter	
SMT. CHAMPA DEVI	Wife	

Section - D (FORM-11:Employee Nomination Details)

Name	Relation	Share Type	Share Percent	Address
SMT. CHAMPA DEVI	Wife	Gratuity	100	VERMA NIWAS, NEAR HIMRAL NIWAS, LOWER CEMETARY, SANJALI-6
		GPF	100	VERMA NIWAS, NEAR HIMRAL NIWAS, LOWER CEMETARY, SANJALI - 6
		GIS	100	VERMA NIWAS, NEAR HIMRAL NIWAS, LOWER CEMETRY, SANJALI-6

Section - E (FORM-4(A):Employee Education Details)

Education	Institution	Year	Marks (%age)
B.Sc.-B.Sc. (Non-Medical)	H.P.UNIVERSITY SHIMLA	1995	55.00
B.Ed. -B.ED (Non-Medical)	B R AMBEDKAR UNIVERSITY, BIHAR	1998	69.00

Section - F (FORM-4(B):Employee Training Details)

Training Type	Topic	Institute	Sponsored By	From Date	To Date
Basic	RTC	PTC DAROH	COMMANDANT	01 Sep 1996	02 Jul 1997
Other	GRADE-III	PWTS BHARARI	SP WIRELESS	21 Mar 2000	25 Mar 2000
Other	GRADE-II	PWTS BHARARI	SP WIRELESS	01 May 2007	08 Apr 2009
Other	"WEB PAGE DESIGNING"	DOEACC CENTRE	SP WIRELESS	25 Feb 2008	07 Mar 2008
	COMPUTER COURSE	JAKHU			
Other	COMPUTER AWARENESS COURSE	CID/SCRB KHALINI	ADGP/CID	12 Jul 2004	17 Jul 2004

Section - G (FORM-3:Employee Joining Details)

Appointment Date	23 Feb 1996	Appointment Order	28/96(2)(III) dated 23/02/1996
Joining Date	23 Feb 1996	Designation Name	Constable
Mode of Recruitment	Direct	Class	Class-III
Employee Type	Permanent	Gazetted	Non-Gazetted
Initial Basic Pay	1020	Date of Retirement	31 Jan 2032
Gpf/Cpf Number	HP/08/20759	Gpf/Cpf Type	GPF
GIS Member	Yes		
Appointment Date	23 Feb 1996	Appointment Order	28/96(2)(III) dated 23/02/1996
Joining Date	23 Feb 1996	Designation Name	Constable
Mode of Recruitment	Direct	Class	Class-III
Employee Type	Permanent	Gazetted	Non-Gazetted
Initial Basic Pay	1020	Date of Retirement	31 Jan 2032
Gpf/Cpf Number	HP/08/20759	Gpf/Cpf Type	GPF
GIS Member	Yes		

Section - H (FORM-7:Employee Service Details)-Part-I

Part-I

Index-Card

Joining Details				Relieving Details				
Sr.No.Transaction	Join-Date	Designation	Join-Office	Area	Home District	Relieve Date	Relieve To Office	Designation
1								



**Part-II**

Transaction Type	Office Name	Designation Name	Order Date	Order No.	Remarks	Increment Date	Basic Pay	Pay Scale
Annual Increment	Wing: Communication & Technical Services (C&TS)	Head Constable	13/02/2012	2013-15			13740	5910-20200
Annual Increment	Wing: Communication & Technical Services (C&TS)	Head Constable	08/02/2011	1651-52			13340	5910-20200
Annual Increment	Wing: Communication & Technical Services (C&TS)	Head Constable	06/02/2010	5-74-1			12950	5910-20200
Pay Fixation at	Wing: Communication & Technical Services (C&TS)	Head Constable	20/11/2009	20238-21(REVISION OF PAY SCALE W.E.F.01/01/2006)		01 Feb 2008	12370	5910-20200
Service Verification on	NA	Head Constable	31/03/2009	NIL			0	
Annual Increment	Wing: Communication & Technical Services (C&TS)	Head Constable	01/02/2009	1718-19 DATED 17/02/2009		01 Feb 2010	5320	4020-4200
Annual Increment	Wing: Communication & Technical Services (C&TS)	Head Constable	01/02/2008	2416-18 DATED 07/02/2008		01 Feb 2009	5160	4020-4200
Annual Increment	Wing: Communication & Technical Services (C&TS)	Head Constable	01/02/2007	1798-99 DATED 15/02/2007		01 Feb 2008	5000	4020-4200
Service Confirmation	Wing: Communication & Technical Services (C&TS)	Head Constable	01/12/2006	20841 DATED 26/12/2006			0	
Annual Increment	Wing: Communication & Technical Services (C&TS)	Head Constable	01/02/2006	1506-07 DATED 14/02/2006		01 Feb 2007	4850	4020-4200
Annual Increment	Wing: Communication & Technical Services (C&TS)	Head Constable	01/02/2005	2165-66 DATED 07/02/2005		01 Feb 2006	4700	4020-4200
Pay Fixation at	Wing: Communication & Technical Services (C&TS)	Head Constable	10/02/2004	1735-36		01 Feb 2005	4550	4020-4200
Pay Fixation at	Wing: Communication & Technical Services (C&TS)	Head Constable	01/02/2004	23943-44 DATED 04/11/2003		01 Feb 2005	4260	4020-4200
Date of Option at	NA	Head Constable	01/02/2004	NIL			0	
Promotion at	Wing: Communication & Technical Services (C&TS)	Head Constable	27/04/2003	23512-52 DATED 27/04/2003			0	
Annual Increment	Wing: Communication & Technical Services (C&TS)	Constable	01/02/2003	2493-96 DATED 05/02/2003		01 Feb 2004	4140	3120-5160
Transfer to	Wing: Communication & Technical Services (C&TS)	Constable	28/08/2002	20140-42 DATED 16/08/2002			0	950-1800
Re-vesting at	Wing: Communication & Technical Services (C&TS)	Constable	02/08/2002	14841-46			3330	3120-5160
Annual Increment	Comdt. 4th (20th) Jangal Bwl	Constable	18/03/2002	30-34-1			3700	3120-5160
Transfer to	Comdt.2nd HRAP Bn Saloh S)Shah	Constable	02/09/2001	15961-16030 DATED 27/07/2001			0	950-1800
Annual Increment	Wing: Communication & Technical Services (C&TS)	Constable	01/02/2001	3280-81 DATED 18/02/2001		01 Feb 2002	3660	3120-5160
Annual Increment	Wing: Communication & Technical Services (C&TS)	Constable	01/02/2000	6361-63 DATED NIL		01 Feb 2001	3550	3120-5160
Transfer to	Wing: Communication & Technical Services (C&TS)	Constable	11/05/1999	9447-54			0	950-1800
Annual Increment	Wing: Communication & Technical Services (C&TS)	Constable	01/02/1999	20-21 (2) DATED 25/02/1999		01 Feb 2000	3440	3120-5160
Pay Fixation at	NA	Constable	18/03/1998	71(20)/98 DATED 18/03/1998			0	3120-5160
Transfer to	Comdt. 1st HRAP Bn. Jurga	Constable	01/07/1997	20379-420			0	950-1800
Annual Increment	Wing: Communication & Technical Services (C&TS)	Constable	01/02/1997	NIL		01 Feb 1998	1055	950-1800

**Section - I (FORM-8:Employee Leave Details)**

Leave Name	Action Type	From Date	To Date	Earned Days	Medical/Half Pay Days	Reason	LTC Availed
Earned Leave	Credit	01 Jul 2011	31 Dec 2011	315	0		No
Half Pay Leave	Credit	01 Jan 2012	30 Jun 2012	0	10		No
Half Pay Leave	Credit	01 Jul 2011	31 Dec 2011	0	310		No
				<b>Earned Leave Balance: 315</b>	<b>Medical/Half Day Leave Balance: 320</b>		

**Section - J (FORM-6:Employee Loan Details)**

Loan Name	Letter No.	Sanction Date	Sanction Amount	Return Date

Date of Award Given	Award-Type	Award-Details
29/07/2011	Commendation	Granted CC Class III by SP/W with cash reward of Rs.100/- for good work done during the year 2010-11
30/03/2011	Commendation	Granted CC Class III by SP/W with cash reward of Rs.100/- for good work done during red cross meta held in 2010-2011
09/09/2010	Commendation	Granted CC Class III by SP/W with cash reward of Rs.100/- for good work done during the year 2010
25/03/2010	Commendation	Granted CC Class III by SP/W with cash reward of Rs.150/- for good work done during the year 2009-10
25/03/2009	Commendation	Granted CC Class III by SP/W with cash reward Rs.150/- In recognition of rendering valuable services during the session 2008-09
25/03/2009	Commendation	Granted CC Class III by SP/W with cash reward of Rs.150/- for good work done during the year 2008
13/03/2009	Commendation	Granted a CC Class-I by IGPR&T with cash reward of Rs 50/- for most useful cooperation and assistance to railway and traffic wing
31/03/2008	Commendation	Granted CC Class III by SP/W with cash reward Rs.40/- in recognition of valuable assistance to this office
23/06/2007	Commendation	Granted a CC Class-I by IGPR&T with cash reward of Rs 75/- for most useful cooperation and assistance to railway and traffic wing
24/03/2007	Commendation	Granted CC Class III by SP/W with cash reward Rs.100/- in recognition of providing valuable assistance during the v/wip duty
17/01/2007	Commendation	Granted a CC Class-II by DIG/R&T with cash reward of Rs 50/- for good work done in the implementation of cipa
31/03/2006	Commendation	Granted CC Class III by SP/W with cash reward Rs.50/- in recognition of good work done during v/wip visits during the panchayat election in year 2005-06
15/04/2005	Commendation	Granted CC Class I by IGPR&T in recognition of excellent work during the year 2004-05
30/03/2005	Commendation	Granted a CC Class-II by SP/W with cash reward of Rs 25/- in recognition of good work done during the V/WIP visit during the year 2004
25/03/2004	Commendation	Granted CC Class III by SP/W with cash reward Rs.50/- in recognition of good work done during v/wip visits during the year 2003
11/04/2000	Commendation	Granted a CC Class-II by DIG/W with cash reward of Rs 700/- in recognition of 1st position in ROG-II final examination
01/03/1999	Commendation	Granted CC Class III by CO 1st HRAP Bn Jurga with cash reward Rs.10/- in recognition of good work done during the year 1998-99
04/04/1998	Commendation	Granted CC Class III by CO 1st HRAP Bn Jurga with cash reward Rs.25/- in recognition of good work done during the year 1997-98

**Section - M (FORM-14:Employee Verification)**

I, hereby, certify that the information furnished herewith are true and correct to the best of my knowledge.

Date 06-09-2012

Place \_\_\_\_\_

Signature of Employee/ Officer

Employee Name SURINDER SINGH VERMA  
Employee Code 10008  
Designation Head Constable

## Annexure-F: Software generated Annual Property Return

Department Name: PUBLIC WORKS

RETURN OF ASSETS AND LIABILITIES For the Year: 2011

1. Employee Code & Name : 10516-> ARUNESH KUMAR SHARMA  
 2. Service to which he/she belongs : Technical Cadre  
 3. Total Length of Service till Date : 33years  
 4. Whether Non-Gazetted/Gazetted Rank : Gazetted  
 5. Present post and place of posting : Superintending Engineer, Una, 15th Circle (New)  
 6. Total Income : Rs. 5596363

### Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)

Sr.No	Description of Property	Precise Location	Area of Land	Nature of Land	Extent of Interest	Date of Acquisition	How Acquired	Value of Property	Particular of Sanction	Total Annual Income	Date of Entry
1	House	Village Har, Tehsil Dehra, Distt. Kangra, (H.P.)	70.00 sqmt.	House	100 %	15/03/1987	House constructed by late father after retirement from Govt. service in 1986-87. The value of Building is of year 1986-87.	500000	---	0	28/08/2012
2	Land	Village Rajiana Misra, P.O. Gari, Distt. Kangra (H.P.)	15.00 kanal (approx.)	Cultivated	100 %	29/05/1991	Inheritance (approx. value of the year 1991)	3000000	---	0	28/08/2012
3	Land	Village Har, Tehsil Dehra, Distt. Kangra (H.P.)	2.00 Kanal	Cultivated	100 %	03/02/1986	Marriage Gift. Approx. value given is of at the time of acquisition.	20000	---	0	28/08/2012
4	D.J. Hotel & Restaurant including Land	VPO Dhaliara, Tehsil Dehra, Distt. Kangra (H.P.)	14.00 Kanal	Plot	100%	15/09/2001	Became partner by purchase of share after selling stone crusher and became proprietor by owning share of 2nd partner. Approx. value of the property is of the year 2001.	1500000	Permission to become a partner was sought from the Govt. but the same is not required as per CE(NZ) Dharmshala letter no. PWE-Estt. -II-G-1-PF/2002-809 dated 03.08.2001	300000	24/08/2012

### Form-2 (Statement of Liquid Assests)

Sr. No.	Description Of Property	Name Address Company/Bank	Amount	Owner Name Address	Relationship	Annual Income Derived	Remarks
1	Interest free Loan	Given to Smt. Shobha Sharma (Wife) for opening stone crusher unit for marginal money.	Rs. 91285	Smt. Shobha Sharma	Wife	Rs. 0	Loan given in the year 1994.
2	Interest Free Loan	Restaurant in which she is partner.	Rs. 300000	Smt. Shobha Sharma	Wife	Rs. 0	Permission to give interest free loan taken vide CE(N) letter no. PWE-ES-11-G11-PF-(Arunesh Sharma)/07-1358-82 dated 10.10.2008.
3	Interest Free Loan	Smt. Shobha Sharma (wife) for investing in Dee Jay Restaurant in which she is partner.	Rs. 300000	Smt. Shobha Sharma	Wife	Rs. 0	Permission to give interest free loan taken vide E-in-C letter no. PWE-property return/2000/Arunesh Sharma/ES-3024-28 dated 25.09.2004.
4	Fix Term Deposit Account No. 00000031678794946	S.B.I. Distt. Court Dharmshala	Rs. 300000	Own Name	---	Rs. 22431	---
5	Saving Account No. 11034584465	S.B.I. Una	Rs. 417689	Own Name	---	Rs. 12285	---
6	Saving Account No. 11293217326	S.B.I. Dehra	Rs. 22000	Own Name	---	Rs. 0	---

### Form-3 (Statement of Movable Property)

Sr. No.	Description Of Property	Value at Time Acquisition	Owner Name Address	How Acquired	Aquisition Date	Remarks
1	Jewellery ornaments (Aprox. 25 Tolas)	Rs. 75000	Smt. Shobha Sharma (Wife)	Marriage ornaments	03/02/1986	Marriage Ornaments.
2	Car Maruti Alto	Rs. 258956	Own Name	Purchased	05/10/2009	Permission granted by CE(N) vide letter no. PWE-Estt. II G-1-PF(Arunesh Sharma)/08-1386-1400 dated 05.10.2009.
3	Scooter Bajaj Super	Rs. 110000	Own Name	Purchased	10/01/1985	---

### Form-4 (Statement of Provident Fund And Life Insurance Policy)

Part-A (Insurance Details)						Part-B (Provident Fund)						
Sr. No.	Insurance Policy No.	Insurance Date	Name of Insurance Company	Sum Insured	Date of Maturity	Amount of Premium	Type of PF	PF Acct. No	Closing Balance Last Reported	Date of Closing Balance	Contribution made Subsequently	Total Amount
1							GPF	HP08/11083	Rs. 4076157	31/03/2011	Rs. 246534	Rs. 4322691
2	4000210516	13/07/2010	I.D.B.I. Fedral	Rs. 495000	12/07/2030	Rs. 99000						

Form-5 (Statement of Debts and Other Liabilities)

Sr. No.	Owner Name Address	Amount	Date of Incurring Liability	Details of Transaction	Remarks
1	--	Rs. 0	01/01/2011	--	--



10516-> ARUNESH KUMAR SHARMA

**Annexure-G: Software generated Transfer Order**

HFV-H(1)B(6)143/91

HEALTH AND FAMILY WELFARE

Director Health Services,  
Himachal Pradesh  
Office Order  
(Transfer)

Office Order No: 243- 31/05/2012

From:

Director Health Services,  
Himachal Pradesh

The Transfer/Posting/Adjustment orders in respect of following staff Nurses are hereby ordered on vice versa with immediate effect as mentioned below:-

S.No.	Emp Cd	Emp Name Date of Birth	From Office Designation	To Office Designation	TTA	Join. Time
1	15038	SUNITA BARPA Aug 30 1970 Sep 12 1962	Solan, Regional Hospital (RH) (SOLAN) Staff Nurse Staff Nurse	Kandaghat, Civil Hospital (CH) (SOLAN) Staff Nurse Staff Nurse	Yes	Yes

**Remarks:** Smt Meera Devi Staff Nurse who is under order of transfer from RH Solan to CH Kandaghat vice Smt Meena Thakur Staff Nurse and vice versa,now smt Meera Devi Staff Nurse is hereby adjusted at RH Solan in place of Smt Sunita Barpa Staff Nurse.

The date of relieving / joining may be reported to this office immediately.

(By Order)

Director Health Services,  
Himachal Pradesh

Endst:No.As above Dated Shimla-9 the 30/05/2012  
Copy forwarded for information and necessary action to:-  
1. The Chief Medical Officer,Solan.HP  
2. Guard file

(By Order)



Director Health Services,  
Himachal Pradesh

**Contact**

State Informatics Officer  
National Informatics Centre  
Himachal Pradesh State Centre  
HP Secretariat, Shimla-171002  
Phone: 0177-2624045  
Email: [sio-hp@nic.in](mailto:sio-hp@nic.in)

NATIONAL  
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CENTRE  
THE IT SUPPORT PROFESSIONALS

