MANAV SAMPADA:
A Green Governance tool for Human Resource and Financial Management in Himachal Pradesh

Manav Sampada is a work flow based product to eliminate paper usage in the State Government at various levels. It assists in faster yet paperless disposal of service matters, thereby improving the Carbon Credit Rating of the state. The main beneficiaries of the project are the Department of Personnel, Administrative Secretaries, Heads of the Departments, AG office and all government officials for effective planning, deployment, financial cost savings, transfer and recruitment of manpower.

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OBJECTIVE & SCOPE

Manav Sampada (http://admis.hp.nic.in/genpmis) has been developed with the objective of providing good and green governance. The application is a complete HR solution for the management of massive manpower resource of the Government of Himachal Pradesh and provides integration with various other applications such as e-Salary, e-Gatg, e-Samadhan, e-Sameesha, e-Attendance, e-Sanchalan, e-PDS along with user authentication and master data. This application provides features like Online ACR, APR, Salary and Compensation Management to the departments. It creates HR related databases for analyzing the skill set of each employee by collecting information on salary, skill sets, compensations, personal details, demographic information etc. The online e-Service book supports government's effort to bring transparency through a user-friendly interface for the departments and the Government employees.

S.K.B.S. NEGI, IAS
Principal Secretary (Personnel)

The Manav Sampada initiative is one of its kind and has been a massive exercise in human resource planning, on the part of the Government of Himachal Pradesh, in fully implementing it in all Departments and Public Sector undertakings covering 100% state employees. The NIC State Centre has done a great job in developing and implementing the Manav Sampada software.

STRATEGY

After thorough analysis of all manual processes and discussions with higher and middle level State Government officials, the information present in

Process Re-engineering through Manav Sampada

service book was standardized. The system records basic demographic and address data, service history, training and development, capabilities and skills management, loan and ACR records and other related activities. It encompasses the entire process of public administration, the process underlying the formulation of policies, the HRD efforts required for re-skilling the government machinery, prioritization and efficient management of public resources etc.

SERVICES

G2E Services

- e-Service Book viewing and verification
- Grievance Monitoring on e-Samadhan
- Employee personal and address information
- Transfer/Promotion orders
- Annual Property Return and ACRs
- Employee training and qualification details
- SMS based information dissemination to employees

G2G Services

- Manpower planning–recruitment, deployment, retirement and posting details
- Tracking of employee transfer requests
- Sharing of master data (office, designation, retirees, vacancy, strength etc.)
- Sanction and In Position strength, vacancy position
- Online Transfer/Promotion/ Appointment Orders, Joining and Relieving letters
- Online Submission APRs, ACRs
- Yearly Retirement Status

- GIS mapping for health institution up to CHC level
- Manpower planning using dashboard and transaction monitoring using graphs

PROCESS RE-ENGINEERING

Non-ICT Process Re-engineering

- Standardization of forms and procedures
- Improvement in Carbon-Credit rating by reducing the paper usage
- All departmental establishments were linked together with the centralized solution concept
- Discontinuation of Manual ACR/APR, orders and reports
- Discontinuation of the practice of gathering information regarding staff strength, service books and vacancy from field offices

ICT Process Re-engineering

- Integrates 17 different e-Governance applications for menus, roles, access control and user-authentication
- Online delivery of services to all stakeholders
- Integrated dashboard of employees to view attendance, salary, service record, APR and ACR
- Employee ID based user-authentication for multiple e-Governance applications - Single Sign In
- Manpower planning, employment, placement, training, appraisal and compensation of employees.
- SMS based information dissemination (service transactions, APR, ACR) to employees

COST EFFECTIVENESS

The initiative has resulted in a direct cost savings of around ₹ 500 crores a year in terms of paper, postage, time & fuel. Besides this, there have been other indirect cost savings too. Information is now readily available at the

A.R. RIZVI, IAS
Principal Secretary
(Health & Family Welfare)

The Department of Health & Family is probably the first Government organisation in the country to switch over to electronic ACRs for Medical Officers. We are also the pioneers in using e-Service Books to issue online transfer orders.

Secretariat and Directorates level for analyzing and planning the human resources. Surplus manpower has been redeployed in productive and revenue generating jobs.

STATUS OF IMPLEMENTATION

Manav Sampada initiative has been implemented in total 146 departments/boards/corporations covering 27,918 office locations.

AWARDS & RECOGNITION

Manav Sampada initiative has been awarded the Award of Excellence under G2G category in the CSI Convention held at Kolkata in December 2012. The Software has been operational since 2008 and has also been selected as standard product for rapid replication. The implementation of the project will soon be initiated in the state of Jharkhand.

FOR FURTHER INFORMATION:
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