Government of Himachal Pradesh
Department of Panchayati Raj

No. PCH-HA(1)19/2008-I-Online Parivar-52684-56569 Dated: Shimla-9, 30-10-, 2026

NOTIFICATION

In exercise of the powers conferred by rule 10(1-A), rule 27(1-A), rule 97(3-A) and rule 105(3-A) of the Himachal Pradesh Panchayati Raj (General) Rules, 1997, it is hereby notified that, with effect from 10th of November, 2026, the proceedings of every meeting of a Gram Sabha, Gram Panchayat, Panchayat Samiti and Zila Parishad shall be recorded, uploaded, digitally authenticated and maintained through the Panchayat Proceedings Management System in the manner and format prescribed in the Standard Operating Procedure specified in the Annexure "A"

The Panchayat Secretary of Gram Panchayat, Chief Executive Officer of Panchayat Samiti, Secretary of the Zila Parishad or such other official as may be authorized under the applicable rules shall ensure that the proceedings are entered and digitally authenticated in the said system within the period prescribed in the Standard Operating Procedure.

The above notification shall take effect w.e.f. 10-11-2026.

By order

Secretary (PR) to the
Government of Himachal Pradesh.

Endst. No.- As above- 52684-56569 **dated** 30-10- **2026**

Copy for information and necessary action to:

1. Secretary (Rural Development), Government of Himachal Pradesh.
2. Director, Department of Digital Technology and Governance, Government of Himachal Pradesh..
3. All Deputy Commissioner, Himachal Pradesh.
4. All Chief Executive Officer, Zila Parishad, Himachal Pradesh.
5. All District Panchayat Officer-cum-Secretary Zila Parishad, Himachal Pradesh.
6. All Block Development Officer-cum-CEO Panchayat Samiti, Himachal Pradesh.
7. All Pradhans/Panchayat Secretaries of Gram Panchayats, Himachal Pradesh.
8. e-Gazette.

Special Secretary (PR) to the
Government of Himachal Pradesh.

ANNEXURE-A

STANDARD OPERATING PROCEDURE FOR PANCHAYAT PROCEEDINGS MANAGEMENT SYSTEM

1. Application

This SOP shall apply to the recording, uploading, authentication and maintenance of the proceedings of meetings of Gram Panchayats, namely Gram Sabha, Mahila Gram Sabha, Special Gram Sabha and Gram Panchayat Meetings, and the meetings of Panchayat Samitis and Zila Parishads through the Panchayat Proceedings Management System.

The Panchayat Proceedings Management System shall be accessible through the website: ***https://himpanchayat.hp.gov.in/.***

2. Scheduling of Meeting

The concerned Panchayat Secretary, Panchayat Samiti Secretary, Zila Parishad Secretary or any other authorized official, as applicable, shall create and schedule the meeting in the system prior to its commencement.

The following details shall be entered:

- **Meeting Type:** The appropriate meeting type shall be selected from the options available in the system, including Gram Sabha, Mahila Gram Sabha, Special Gram Sabha, Gram Panchayat Meeting, Panchayat Samiti Meeting and Zila Parishad Meeting.
- **Date, Time and Venue:** The date, time and venue of the meeting shall be entered.
- **Stage of Meeting:** The stage of the meeting shall be captured, i.e. Stage I Meeting (First Meeting) or Adjourned Meeting.
- **Chairperson:** The Chairperson shall be selected from the designation/options applicable to the respective meeting, including Pradhan, Up-Pradhan, Ward Member, Chairperson, Vice-Chairperson, Panchayat Samiti Member, Zila Parishad Member or any other applicable designation.
- **Agenda Items:** The agenda items for the meeting shall be entered one by one in the system.

After entering the above information, the user shall click on "**Submit Meeting Details**" to create the meeting in the system. Once the meeting is created, further action in respect of the meeting may be undertaken through the system.

A Meeting Notice shall be automatically generated on the basis of the information entered at the time of scheduling the meeting. The generated notice shall also be available for download.

The meeting details entered in the system may be edited up to the scheduled date and time of commencement of the meeting. Once the scheduled date and time have passed, the meeting details shall not be editable.

3. Recording of Proceedings

The proceedings of the meeting shall be recorded in the system itself in accordance with the Himachal Pradesh Panchayati Raj Act, 1994, and the rules made thereunder.

After the meeting has been scheduled, the concerned user shall select the "**Start Meeting**" option in the system. The following activities shall thereafter be completed:

3.1 Attendance of Meeting

After the meeting is started, the attendance of the elected representatives, officials and, wherever applicable, Gram Sabha members present in the meeting shall be taken in the prescribed format by the concerned Secretary or other authorized person and uploaded through the "**Upload Attendance**" option. The prescribed format shall also be available for downloading from the system.

The attendance format applicable to Gram Sabha, Mahila Gram Sabha and Special Gram Sabha shall be as follows:

Sr. No.	Elected Representative with designation/Official with designation/Gram Sabha Member Name	Father/Husband Name (in case of Gram Sabha Member)	Village Name	Gender	Signature

The attendance format applicable to Gram Panchayat Meeting, Panchayat Samiti Meeting and Zila Parishad Meeting shall be as follows:

Sr. No.	Name	Designation	Ward No. or Other Particulars	Signature

3.2 Recording of Meeting Proceedings

After uploading the attendance, the proceedings of the meeting shall be recorded in the prescribed format in the system.

For each meeting, the following details shall be entered:

- Subject of the Meeting.
- Meeting Description.
- Decision taken on each Agenda Item.

The decisions shall be recorded against the respective agenda items entered at the time of scheduling the meeting. The system shall also provide an option to mention details related to agenda items.

After entering the requisite details, the user shall click on "**Generate Meeting Proceedings**".

3.3 Approval by Approver (Chairperson)

The system shall display the Meeting Proceedings for approval by the Approver. The proceedings displayed shall be generated based on the information entered by the user in the preceding steps.

An option shall be provided to upload the approval certificate of the Chairperson of the concerned meeting in the prescribed format. The prescribed approval certificate format shall also be made available on the system for downloading.

The concerned Secretary or authorized official shall download the prescribed format, obtain the signature of the concerned Chairperson/approving authority, scan the duly signed document, convert it into PDF format and upload the same on the system.

3.4 Verification and Digital Signing of Proceedings

After verifying the proceedings and uploading the approval certificate, the concerned Panchayat Secretary, Panchayat Samiti Secretary, Zila Parishad Secretary or other competent authorized official, as applicable, shall provide consent to digitally sign the proceedings using Aadhaar-based authentication.

Upon providing consent, the system shall redirect the concerned official to the Aadhaar signing page of C-DAC, where the official shall enter the required Aadhaar details and complete the OTP-based authentication process to digitally sign the proceedings.

3.5 Download of Final Proceedings

After successful digital signing, the final proceedings of the meeting shall be generated and made available in the system for downloading for official use as well as for public use on payment of the prescribed charges.

The proceedings downloaded for public use after payment of the prescribed charges shall contain a QR Code for verification and authentication of the proceedings. The copy generated for official use shall not contain a QR Code and shall bear a watermark stating **"For Official Use Only"**.

The final document shall comprise the proceedings of the meeting along with the attendance details sheet uploaded and recorded as part of the meeting proceedings.

4. Responsibility for Entry

The concerned Panchayat Secretary, Panchayat Samiti Secretary, Zila Parishad Secretary, or any other official authorized under the applicable rules, as the case may be, shall be responsible for correctly entering, uploading, verifying and/or authenticating the proceedings in the system.

5. Time Limit

The proceedings shall be entered or uploaded and submitted for authentication within three working days from the conclusion of the meeting.

6. Digital Authentication

The proceedings shall be digitally signed or electronically authenticated by the officer or authority competent under the applicable provisions to authenticate the proceedings.

7. Finalization and Preservation

Upon authentication, the proceedings shall be treated as finalized in the system.

The system shall preserve:

- the authenticated proceedings;
- date and time of entry and authentication;
- identity of the officials making and authenticating the entry;
- supporting documents; and

- complete audit trail of any subsequent action.

8. Correction of Errors

No authenticated proceedings shall be overwritten or deleted.

A clerical or typographical error may be corrected only through a separately recorded corrigendum, duly authenticated by the competent officer or authority.

The original entry and the audit trail shall remain preserved.

9. Substantive Alteration

No decision or resolution recorded in authenticated proceedings shall be altered through a corrigendum.

Any substantive modification shall require consideration and decision by the competent Panchayati Raj Institution in accordance with the Act and rules and shall be recorded in the proceedings of the subsequent meeting.

10. Technical Failure

Where the system is unavailable due to a technical failure, the proceedings shall be recorded in the register or other manner prescribed under the applicable rules.

Such proceedings shall be entered or uploaded in the system within three working days of restoration of the system.

The digital entry shall mention:

- the fact and duration of the technical failure;
- the date on which the proceedings were originally recorded; and
- the date of subsequent uploading.

11. Preservation of Existing Record

The physical and digital records created before commencement of the system shall continue to be preserved.

12. Public Access and Certified Copies

The basic details of the meeting, including the Meeting Title and Date of the Meeting, shall be visible to the public through the system.

In addition, citizens may apply for a certified copy of the proceedings through the HimSeva Portal or from the concerned Panchayat Office, on payment of the prescribed fee.

The certified copies of the proceedings shall be of the following two types:

- **Certified Copy for Public Use:** The copy issued to citizens through the HimSeva Portal or by the concerned Panchayat Office, upon payment of the prescribed fee, shall contain a QR Code for verification and authentication of the proceedings.
- **Copy for Official Use:** A copy of the proceedings for official use may be generated through the concerned Secretary's login. This copy shall not contain a QR Code and shall bear the watermark "For Official Use Only".

13. Access Control and Data Security

Login credentials shall be used only by the person to whom they have been issued. The concerned official shall be responsible for their secure use.

Unauthorized alteration, disclosure or use of the system shall be reported immediately to the competent authority.

14. Monitoring

The Deputy Commissioners, District Panchayat Officers, Block Development Officers and other officers authorized by the Department shall monitor compliance within their respective jurisdictions.

Any persistent default or technical difficulty shall be reported to the Director, Panchayati Raj.

15. Interpretation and Operational Directions

Any difficulty relating to the technical or operational implementation of this SOP may be referred to the Director, Panchayati Raj, who may issue clarifications consistent with the Act, the rules and the notification.