No. 28/12/2014-1B&C

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All the Heads of Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners, Ambala, Hisar, Gurgaon and Rohtak Division.

Dated, Chandigarh, the 23rd May, 2014

Subject:- **Implementation of e-post sanctioning system.**

Sir/Madam

I am directed to address you on the subject noted above and to say that in order to streamline the process of sanctioning of various new posts demanded by various departments including those by way of surrender of some existing posts, it has been decided by the State Government to introduce an e-post sanctioning system in the State. This system will be a part of the Integrated Financial and Human Resource Management system (IFHRMS) of the State Government. Various modules of IFHRMS viz. online budget Allocation, monitoring and Analysis System (OBAMAS), e-bill system (including e-salary system), e-Pension system, e-Gras etc. are already running successfully and being used by various Drawing & Disbursing Officer (DDOs), Budget Controlling Officers (BCOs), Budget Controlling Authorities (BCAs) as well as citizens.

The e-post sanctioning system will be used by various BCAs, BCOs and DDOs as well as by various expenditure control branches of the Finance Department. Various steps involved will be as follows:-

(1) As a *onetime* measure, each department will be required to enter its sanctioned and working strength of each and every post existing in various offices eg. for Education Department the details will have to be entered for each school, college, institution, office etc. under the control of Education Department. The Data can be entered at the Head Quarter level (BCA level) or the HQ (BCA) can delegate the work to BCO or even to DDO level. Data entered and forwarded by DDOs can be modified/corrected and consolidated by BCOs and then data forwarded by BCOs can be modified corrected and consolidated by BCA. In cases where a DDO is getting budget from more than one BCO then he has to select the BCO having administrative control over him. In case where Data is entered at BCA or BCO level, the same can be got confirmed from concerned DDOs also and they can communicate discrepancies if any to BCO/BCA. Necessary correction can then be made by BCA/BCO.

(2) Once Data of existing sanctioned and working strength has been verified by BCA (HQ level) it will be freezed and sent to Finance Department. Any changes thereafter can only be made with permission of Finance Deptt.

(3) (a) Whenever a department wants to create a new post either due to creation of some new unit in the department eg. school/college in Education Department or wants to create a new post by way of surrender of some existing posts then requisite demand can be sent either through route of DDO→BCO→BCA or BCO→BCA or directly by BCA to the Finance department after obtaining necessary administrative approval through its administrative department.

(b) Even in cases where department wants to shift a post from one office to another office in the department, a proposal for the same has to be moved to the Finance Department through

route of DDO→BCO→BCA or BCO→BCA or directly by BCA to Finance Department after obtaining necessary administrative approval through its administrative department.

(4)   The department will be able to view the details of all existing sanctioned posts and their working strength in various offices under its control. This will enable the department to take an informed decision while making any demand for creation/abolition/transfer of any post.

(5)   The system will also help the department in estimating the monthly/annual financial implication of the proposal.

Procedure for sending proposal to Finance Department:

(a)   The Department will create the requisite proposal for purposes as in para 3 above and send the same online to the Administrative Department alongwith hard copy of the proposal in relevant file.

(b)   If the proposal is approved as such by the administrative department, it will confirm the same online so as to forward it to the Finance Department. The relevant file with hard copy of the proposal containing the automatically generated proposal number will then be sent to the Finance Department by Administrative Department.

(c)   If the proposal is to be rejected by the administrative department, it will be done so in the Online system and the relevant file containing rejection will be returned back to the department by it.

(d)   In case administrative department wants to make any changes in the proposal before sending it to the Finance Department, then such changes will be done in the online system and then procedure as specified in para (b)above will be followed to send this revised proposal to Finance Department.

(e)   On receipt of physical records in relevant file, the concerned branch in the Finance Department will examine the proposal on basis of information available in online system regarding various existing posts, financial implications, justification etc. given by department. If proposal is approved as such or with some modifications then necessary sanction order will be generated through the online system and the online data of posts will automatically get modified and become available to the department online. The file containing the sanction order generated through the online system will be returned to the Administrative Department.

(f)   In case the proposal is rejected by the Finance Department, the same will be duly indicated in the online system and relevant file will be returned back with requisite advice to the Administrative Department.
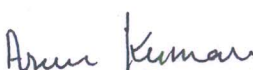
At present the above system is being run on pilot basis in the Department of Treasuries and Accounts. For effective implementation of the system training sessions for all DDOs,BCOs and BCAs will be conducted by the Treasuries and Accounts Department w.e.f. 09-06-2014. The details of the venue and time slot for various BCAs, BCOs and DDOs will be available on the website www.hrtreasuries.gov.in under the option "Treasury related instructions" at Sr.No. 114. You may advise all BCAs, BCOs and DDOs under your administrative control as well as the concerned officers in the administrative department to attend these training sessions. A manual for e-post creation system is being made available on the website of Online Budget Allocation Monitoring and Analysis system which is already being used by BCAs/BCOs/DDOs since last 4 years. All concerned thus may be advised to go through this manual well in advance before attending the training session alongwith 1 or 2 supporting staff. All of their queries relating to e-post creation system will be addressed during these training sessions.

To facilitate entry of the requisite data at the DDO level, treasury officers will provide facility of two computers with broad band facility alongwith one Data entry operator at treasury level and one computer with broad band facility alongwith one Data entry operator at sub treasury level during period 09-06-2014 to 30-06-2014. So in case any DDO faces any difficulty, he can use the above facility at treasury/sub treasury. BCAs/BCOs/DDOs can also get their problems redressed by sending e-mail on *softprobl@gmail.com*. If any DDO wants any assistance telephonically, he can contact the helpline numbers mentioned on OBAMAS website or the technical manpower available at treasury/sub treasury.

Yours faithfully

Joint Secretary Finance (Budget)
for Additional Chief Secretary to Govt. Haryana,
Finance Department

A copy is forwarded to all the Additional Chief Secretaries/Principal Secretaries to the Government of Haryana for information and necessary action.

Joint Secretary Finance (Budget)
for Additional Chief Secretary to Govt. Haryana,
Finance Department

To

All the Additional Chief Secretaries/
Principal Secretaries to the Government of Haryana

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A copy is forwarded to Director, Treasury and Accounts for Information and necessary action.

2.   You are requested to make the necessary arrangement to impart training to the officers/officials concerned of the various departments.

Joint Secretary Finance (Budget)
for Additional Chief Secretary to Govt. Haryana,
Finance Department

A copy is forwarded to officers /Superintendents of Finance Department (Expenditure Control Branches only)/Incharge, Computer Cell for information and necessary action.

Joint Secretary Finance (Budget)
for Additional Chief Secretary to Govt. Haryana,
Finance Department

To

All the Officers /Superintendents of Finance Department
(Expenditure Control Branches only)/Incharge, Computer Cell, FD

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