

Dir. Treasury & Accounts

12634
26/2/12

From

Principal Secretary to Government Haryana,
Finance Department.

To

1. All the Heads of Departments in Haryana.
2. The Registrar (General), Punjab & Haryana High Court Chandigarh.
3. All the Divisional Commissioners Ambala, Hisar, Rohtak & Gurgaon.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Memo No. 14/6/2010-5FA
Dated Chandigarh, the 23-10-2012

Subject: - Implementation of Electronic Payment System.

Kindly refer to Government memo no. 14/6/2010-5FA dated 18-01-2010 on the subject noted above.

While issuing the above instructions, proforma 'A' & 'B' were also circulated for obtaining information regarding payee details. At that time Unique Code of Payees (UCPs) were issued by the concerned Treasury Office. However, at present DDOs are authorized to issue Unique Code of Payees (UCPs) for concerned payee on-line according to their details. Keeping in view the above, proforma 'A' & 'B' are no longer relevant and a fresh common proforma 'AB' is enclosed herewith.

The above revised proforma "AB" may be circulated to all concerned for taking further necessary action.

[Signature]
Under Secretary, Finance,
for Principal Secretary to Government Haryana
Finance Department

Enclosed: - Revision Proforma AB for allotment of UCPS

Endst No. 14/6/2010-5FA

Dated Chandigarh, the 23-10-2012

A copy is forwarded to all the Principal Secretaries to Government Haryana for information & necessary action.

[Signature]
Under Secretary, Finance,
for Principal Secretary to Government Haryana
Finance Department

Endst No. 14/6/2010-5FA

Dated Chandigarh, the 23-10-2012

A copy is forwarded to all the Treasury officers and Assistant Treasury Officers in the State for information & necessary action.

[Signature]
Under Secretary, Finance,
for Principal Secretary to Government Haryana
Finance Department

Allotment of UCP

Proforma-AB

# Category (Please check on box)	<input type="checkbox"/> Employee	<input type="checkbox"/> Others	<input type="checkbox"/> Third Party	
	<input type="checkbox"/> GPF	<input type="checkbox"/> Ex-Gratia		
	<input type="checkbox"/> NPS	<input type="checkbox"/> MLA		
	<input type="checkbox"/> Retrenched	<input type="checkbox"/> Ministers		
		<input type="checkbox"/> Pensioner		
		<input type="checkbox"/> Contractual		
		<input type="checkbox"/> Student		
	<input type="checkbox"/> S.W.Pensioner			
1 #	First Name *a#	Middle Name	Last Name	
2#	Father's/Proprietor's/Partner's/Director Name's *b			
3#	Mother's Name *b1			
4#	Date of Birth / Date of Registration *c			
5	Pan of the person *d			
6#	Parent Department (in case of Employee)			
7#	GPF No. / PRAN (in case of Employee)	GPF Series	GPF No.	PRAN
8#	Bank Name			
9#	Bank Branch Address			
10#	Bank Account No. *e			
11	MICR Code *f			
12#	IFS C Code of Bank Branch *g			

Mandatory field.

*a	In case of business concern like Proprietor-ship, company, Firm etc, Please mention same in First Name without writing M/s, Prop. Etc e.g.Capital Services Ltd. Ram Brothers and Sons etc. This name should be same as in the Bank account. In case of employee, please do not mention Mr/Mrs/Sh/Smt/Dr/Designation in the name.
*b	In case of individuals write father's name of payee as in column 1. However, in case of business concern write Proprietor/ Director/Partner's name instead of Father's /Mother's Name. In case of Gram Panchayat etc. mention.
*b1	In case of individuals write mother's name of payee as in column 1. However in case of business concern gram panchayat etc. write mother's name of person mentioned in column 2 above.
*c	In case of individuals write their Date of Birth. In case of Company, write date of incorporation, in case of firm/society etc date or registration, in case of proprietorship write DOB of the proprietor.
*d	PAN as provided by Income Tax Department is compulsory if payment of Rs. 10000 or more is to be made to the person. DDO should get a photocopy of PAN card for verification.
*e	Bank account number as printed on cheque or bank statement or bank pass book.A photocopy of same should be taken by DDO from the perosn.
*f	9 digit MICR code available on the cheque. So a cancelled bank cheque should be taken by DDO from the perosn to verify the same.
*g	IFSC code can be ascertained from cancelled cheque. It can also be ascertained by person from his bank branch, information is also available on RBI website www.rbi.org.in

Name of person authorized to operate bank account

Signature of Person