

IMPORTANT

No. 28/13/2014-1B&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.
4. All the Deputy Commissioners in Haryana State.

Dated, Chandigarh, the 24th June, 2014.

Subject: Instructions regarding withdrawal of money from State Exchequer.

Sir/Madam,

I am directed to address you on the subject cited above and to say that as you are aware that the operations of Haryana State Treasuries Department have been fully automated. Now all kinds of receipts into the State Treasury or drawal/payments from the treasury are being made on-line. The system for payments into the State Treasury is called Electronic-Government Receipt Accounting System (E-GRAS); and the system for drawing money from the State Treasury is called Electronic Payment System (EPS).

2. Both E-GRAS and EPS are working very successfully. Virtually no problem in the operation of both the systems is being faced. In some exceptional situation if any problem is faced by any department, the Treasury Department evaluates the problem and takes corrective actions so that similar problem does not arise in future. It can be now stated that both the systems are running almost without any problem.

3. Through a long drawn team and cooperative efforts made by the Treasuries Department and various Administrative Departments, payments to the ultimate payees/beneficiaries are mostly being made on-line through EPS. To ensure that all payments are made directly to the ultimate payees/beneficiaries, Finance Department had issued instructions vide No. 28/21/2012(5B&C) dated 10th January 2014 that all bank accounts should be closed and no money should be drawn from the State exchequer for parking in any bank account. During the financial year 2013-14 exceptions from the principle of making payments directly to the bank accounts of the beneficiaries were allowed in only very few cases.

*JD(DMC)
26/6/14
All TOS/ATOS/NIC.*

AO/UPS

*26/6/14
SO (NPS)*

Also put up on website of DTA

25/6/14

*214/SSE (PK)
25/6*

4. It has been decided that in the current financial year 2014-15, all payments to the payees/beneficiaries by all the departments of the Government will be made only by way of direct transfers into their accounts. No exception from the rule will be allowed. It is reiterated that with immediate effect all payments from the State Treasury shall be made directly to the bank accounts of the beneficiaries/ultimate payees only and no intermediate bank accounts to be operated by State officials will be allowed. It is accordingly requested that all existing bank accounts should be closed. If any money has been parked in any bank account and that account is being operated by either Head Office or Field Office of the department, the same should be closed and the money parked therein either should be disbursed to the payees/beneficiaries or it should be deposited back into the treasury.

5. The meaning and scope of the aforesaid instructions is illustrated as follows:

ILLUSTRATION NO. 1

All Engineering Departments like PWD (B&R), Irrigation, and Public Health Engineering get numerous works executed all over the State. Those works are allotted by the field offices i.e. XENs or SEs after completing requisite formalities. Those offices receive bills for payment against fully or partly executed works or materials supplied. It is to be ensured that the bills against such works/supplies are presented in the treasury by the respective allotting authorities/DDOs through e-billing system and the payment is credited directly to the accounts of the contractors/vendors without routing the funds through any intermediate bank account.

ILLUSTRATION NO. 2

Monthly/quarterly stipend is paid by various Departments like School Education, Higher Education, Technical Education etc. to the students. For payment of such stipends bank accounts of all the students have been opened. New bank accounts of the students who are freshly admitted, are opened as per requirement every year. For payment of stipends etc. school/college heads or regional offices like Block Education Officer or certain Cluster Heads have been designated as Drawing and Disbursing Officer for respective groups of Institutions. It has to be ensured that bills

in respective groups of students are prepared and the money is transferred from the State treasury directly into the accounts of the students. Intermediate bank accounts to be operated by any level of officials are not permissible.

ILLUSTRATION NO. 3

In land acquisition cases ordinarily payment should be made directly into the bank accounts of the persons who is to be compensated on account of his/her land having been acquired. This can be done by using the normal EPS system of the treasury. It has been seen that LAOs draw the money and park the same in their bank accounts. Henceforth in all land acquisition cases also opening of bank accounts to be operated by LAO will not be allowed. The process should be that the department for which land is acquired will deposit the requisite amounts in the Revenue Deposit (RD) account of the LAO through book transfer by submitting requisite bill in the treasury. Whenever LAO has to make payment to any beneficiary/land owner, he will present the bill for withdrawal from RD account in the treasury and amount will be paid directly into account of land owners through EPS. In exceptional cases where it is not possible to get the bank account details of the beneficiary the LAO can opt for "cheque" in the e-billing system while preparing the bill and treasury will issue "EPS in lieu of cheque" and LAO will get RTR/DD from the treasury bank for further disbursement. However, LAO should ensure that the bank details of the beneficiaries are collected at the initial stage of acquiring land so that such situation of issuing RTR/DD arises only in highly exceptional cases.

ILLUSTRATION NO. 4

All payments to Panchayats and Local Bodies will be made directly into their accounts through EPS system.

ILLUSTRATION NO. 5

Even though it is possible and advisable to make payments under schemes like old age pension/widow pension also directly into bank accounts of beneficiaries through the EPS system, the Administrative Department concerned, however, may take a

decision at their own level if they would like to make use of EPS system for making payment directly to the beneficiaries or continue with the present system of transferring funds through EPS into bank accounts of panchyats for further disbursement etc.

ILLUSTRATION NO. 6

In the year 2013-14 payment of certain entitlement to the students studying in private education institutions was made through bank accounts operated by the managements of private institutions. This procedure is amenable to misuse. Bank accounts of all the eligible students studying in private technical/non-technical educational institutions also should be opened and money as per their entitlement should be credited directly into their bank accounts without routing the same through the intermediate bank accounts of the managements.

6. A summary of the process of making payments to individual beneficiaries through EPS system as well as that for Govt. receipts through e-GRAS is annexed with this letter for reference, in case any DDO is not fully versed with the same.

7. It is brought to the knowledge of all concerned that almost all the banks in the State are now on Core Banking System. Accordingly, money can be transferred into bank accounts of almost all banks including Haryana Cooperative Banks and Gramin Banks through EPS system directly from the State Treasury without any intermediate bank account.

8. Ordinarily cash drawal for any purpose should be avoided. Even for petty payments cheque module in EPS can be used for issuing cheque to the payees. It is only for certain exceptional situations like tour advances to the drivers and employees etc. that cash needs to be drawn as advance, of which the detailed bill must be presented within 30 days.

9. It is for information of all concerned that appropriate instructions accordingly have been issued to all the Treasury Officers and the treasury will not accept any bill presented, which is in contravention of these instructions. All the HODs and DDOs are requested to familiarize themselves with the system, so that they do not face any problem.

All local Treasury Officers and Assistant Treasury Officers have been instructed to render every assistance to the DDOs, should they face any difficulty at any stage.

10. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Arjun Kumar
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.

Arjun Kumar
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.

U.O. No. 28/13/2014-1B&C
Endst. No.28/13/2014-1B&C

Dated, Chandigarh, the, 24th June, 2014.
Dated, Chandigarh, the, 24th June, 2014.

A copy is forwarded to the Principal Accountant General (A&E/Audit), Haryana, Chandigarh for information and necessary action.

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

Endst. No. 28/13/2014-1B&C

Dated, Chandigarh, the, 24th June, 2014.

A copy is forwarded to all the Officers/Superintendents of Finance Department (Expenditure Control Branches only) and In-charge, Computer Cell for information and necessary action.

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

A. Electronic Payment System (EPS):

Electronic Payment System (EPS) is a process of fund transfer directly into the account of payee/beneficiary by the bank after issue of an Electronic Pay Order by the Treasury officer, by means of electronic fund transfer techniques i.e. RTGS/NEFT etc.

The Process starts from the Stage of preparation of a bill or works payment order or RD/CCD/PLA payment order by Drawing and Disbursing Officer (DDO) through Electronic Billing System (e-Billing). Although, earlier a separate E-Salary System also existed for salary bills, however same has been integrated with the e-Billing system and can be accessed by logging in the e-billing system without any change in functionality.

The status of bill or Electronic Pay Order can be viewed by DDO in his user id and password at any stage. Although a detailed manual on e-Billing system, e-Salary system and an FAQ on EPS along with all related instructions issued from time to time are available on the web site <http://www.hrtreasuries.gov.in/> of Directorate of treasury, however a brief note on the steps involved in the process is as follows:

1. Creation of Unique Code of Payee (UCP) :-

For making payment through EPS, each payee is required to be allotted a unique code by the concerned DDO on the basis of Proforma 'AB' (Inst. Memo No 14/6/2010-5FA Dt 23-10-2012). Only one UCP can be allotted to one payee. This is a onetime exercise to be done for any payee. The UCP is a permanent non changeable six digit code which is transferable from one DDO to another DDO in Haryana Government. Since the allotment of UCP is to be done online, so DDOs can use e-Salary module to allot UCP to any payee. However in case PAN is not there e.g. in case of non taxable entities like agriculturists, students, beneficiaries of various social welfare schemes etc., Aadhar number of the beneficiary can be entered in the system at time of allotment of UCP. However in case Aadhar number is also not there then facility of treating the beneficiary as "Non PAN entity" can be used and for that after allotment of UCP the DDO can approach Treasury Officers / Assistant Treasury Officers along with list of UCPs and declaration in Annexure II (Memo No TA-HR(Prg)2011/3T/27118 dt 25-11-2011).

UCP can be created by logging into the e-Billing system by using "maker user ID" and Password. In view of instruction no 14/6/2010-5FA dated 18-01-2010, it is mandatory for the DDO to ask the payee about his bank details and other details required for issuance of UCP. So whenever any services of any service provider are taken or work assigned to any contractor or purchases made from any vendor etc, the DDO should ask that person to provide necessary details (including PAN if

amount to be paid is more than Rs.10,000). The unique code once allotted to a person should be got noted to him and he should mention the same for all of his dealings with Government of Haryana. In case of employees the DDO should collect the requisite details from them and allot the UCP. Requisite details for UCP can be obtained from the beneficiary in the prescribed proforma 'AB'.

No payment can be made without UCP in Haryana Government. Ensuring correctness of bank account number and other bank details is very important as incorrect bank account number can lead to transfer of amount in wrong bank account if such bank account number is valid in the selected bank. So for security purposes maker checker concept is used in the system and the DDO, who will be "Checker", is required to verify the correctness of data entered by the staff (maker) assisting him in entry of data. In case of incorrect data responsibility would be on office of DDO as treasury is not in position to check correctness of such data entered by them.

For each UCP the DDO is required to select UCP Category, which is 'Employees' for Govt Employees, 'Others' for Ministers/MLAs/Pensioners/Family pensioners /family members of deceased Govt employee for financial assistance / contractual employees etc. who are paid monthly through e-salary system or e-Pension system, 'Student' for beneficiaries of scholarship schemes in various educational institutes and 'third Party' for others e.g. vendors, service providers, contractors etc.

Figure 1 and 2 are screen shots for allotment of UCP. In case UCP is already available, then user is just required to enter the same and UCP become available to him in the list of its payees.

Fig 1

The screenshot shows a web browser window with the URL <http://esalary/hry.nic.in/Departmental/EpsDetail.aspx>. The page title is "EPS Details". The user is logged in as "Maker" with the name "Sushil Kumari-ddotaa1". There are "Main Menu" and "Logout" buttons in the top right.

The main heading is "Payee Detail For EPS". The form contains the following fields and values:

- Enter Unique Code If Already Exists: PP9SM8
- Full Name of the Payee: First: MAHIPAL, Middle: , Last:
- Payee Type: Third Party
- Father's/Proprietor1 Name: TELLI RAM
- Date of Birth/Date of Registration (DD/MM/YYYY): 14/11/1975
- Parent Department: Select Department
- Pan Number: DVVPM3045M
- Mother's/Proprietor2 Name: SHILPATI
- Adhaar No./EID:

Bank Account Detail

Check If you Want to Give Bank Details on the Basis of State, Bank Name and Bank Branch.

- IFSC code of Bank Branch: UTIB0PCCB01
- State Name: HARYANA
- Bank Name: THE CENTRAL COOPERATIVE
- Bank Account Number: 000334001004665
- MICR Code of Bank Branch:
- District Name: PANIPAT
- Bank Address: GURHANA ROAD, NEAR OVI

Enter Code in the Box: 86752

Confirm, if Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.

Buttons: Submit Detail, Cancel

Fig 2

2. Preparation of Bills :- After the creation of UCP the concerned office can prepare various kinds of bills e.g. Salary bill, TA bill, Medical bill, Contingency bill etc by using Maker's User ID & Password in e-Billing system. UCP/Payee name can be selected from the drop down menu and amount to be paid is required to be typed in the relevant column. In case of salary bills the relevant salary details of the employee become available automatically. In case of any changes the same has to be first made in the database of employee before preparing the bill.

Treasury/Sub Treasury	Major	S.Maj	Minor	S.Head	Detail	DDO Code	Amount
Chandigarh							
Chandigarh							
Chandigarh							
Total: 0							

3. Send the bills to the Treasury :- After preparation of Bill, Checker (DDO) of the office will satisfy himself that all financial rules are duly complied with and correct payments are indicated against each payee in the bill and verify the bill and send the same to the treasury online for passing. He is also required to take out a print out of the bill, sign it and deliver it in Treasury through authorized messenger for treasury to initiate further action.

http://esalary.tny.nic.in/subbing/bill_verification.aspx e-BILLING

User Type : Sushil Kumari-ddotaa1 Main Menu Logout

Bill Verification

Select Bill No: 03000581-2014-15-0044 GIS Payment

Bill Type: CONTINGENCY BILL Detailed Bill Payment Mode: EPS Department: Treasury And Accounts
 Scheme: 00-N-80111-51-107-51-99-C-51-R-HARYANA STATE GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME

Object: 000-No budget Gross Amount: 28246.00
 Net Amount: 28246.00 Particulars: GIS Payment
 DDO Bill No.: 56

Purpose	Name	Remarks	Sanction No	Sanction Date	NET Amount	Other BT Amount	FD Amount
No budget	4P4BAI-INDI PAL GANDHI	GIS Payment	2968	11/04/2014	28246.00	0	0

Amount Total: 28246.00
 Other BT Total: 0
 FD Total: 0

Verify & Send to Treasury Send Back to Maker Cancel

4. Preparation of EPS and collection by DDO :- After observing compliance of the rules as per existing provision / instructions, Treasury will pass the bill or reject it. Treasury cannot modify or alter any part of the bill (including UCP data) at its own level and for even the minutest deficiency bill will have to be rejected and needs to be resubmitted by the DDO after making corrections. In case bill is passed an EPS pay order for the concerned bill will be generated and same is required to be collected by the authorized messenger / DDO of the concerned office. Details of payees and amount to be paid also becomes available online to DDO and the same is then required to be verified and endorsed online before bank can release the payment into the account of the payee.

SP9000 Lpdf - Post Reader

HOME COMMENT VIEW FORM PROTECT SHARE HELP

Major Head :2054 DDO Code :0981

PAY ORDER

No. 0300058331
 for payment through ECS/RTGS/NEFT
 (This pay order contains 0 pages)
 Page 1 of 0

Issue Date: 07/05/2014
 Valid Till: 12/08/2014
 To be encashed at bank not before 11:00 AM on 08/05/2014
 This pay order should not be folded

State Bank of India
 Treasury Branch,
 Chandigarh

Pay Rs. 15000/- (Fifteen Thousands Only.)

Payment not to be made without proper identification of the authorized messenger. (under Rs. 15000/-)
 Credit the amount in accounts of persons through ECS/RTGS/NEFT as per following invoice, duly signed by T.O. and endorsed by DDO.

Sl No.	Token No. (Scheme)	Payee's Name (Code)	Account No.	IFSC/MICR	ECS/NEFT/RTGS Amount (Rs.)	RTR Amt.	Bank
1	0300052014000819 2054-01-095-99-98	SHIV KUMAR OROLES6	10947217464	SBIN0009628	3300.00	0	SBIN CHANDIGARH
2	0300052014000819 2054-01-095-99-98	NAKUL KUMAR GAULJX	33381348887	SBIN0004801	3200.00	0	SBIN JIND
3	0300052014000819 2054-01-095-99-98	MAHENDER SINGH ODULVI	66144314277	STBP0000473	8500.00	0	STBP DOOME BIKHA KALAN

Invoice No. 0300058114059659

Bill Total Amount: 15000.00
 Total EPS Amount: 15000/-

125.00% Network internet access 10:26 AM 5/8/2014

5. **Verification of EPS pay order and submission in treasury bank :-** After collecting the EPS pay order from treasury, the concerned office is required to verify the same in Checker (DDO) User ID & Password. The physical pay order is to be endorsed by the DDO and same is to be sent to the treasury bank for payment.

EPS No.: 0300058531 Enter EPS No and press Tab Key

EPS Date: 07/06/2014 EPS Amount: 15000 RTR Amount: 0

Token No	Payee Code	Payee Name	Bill Amount	Amount	RTR	Account No	IFSC Code	Bank Name	Branch Name
0300052014000819	0E0LD8	SHIV KUMAR	15000	3300.00	0	10847717484	SBIN0000626	STATE BANK OF INDIA	CHANDIGARH MAIN
0300052014000819	0A0LJX	NAKUL KUMAR	15000	3200.00	0	33381346687	SBIN0004601	STATE BANK OF INDIA	JIND
0300052014000819	GD0LVI	MAHENDER SINGH	15000	8500.00	0	65144314277	STBP0000473	STATE BANK OF PATIALA	DOOMERKHA KALAN

Checked & Verified the above bank account and amount details of various payees are correct received from treasury office is verified.

Verify

6. **Preparation of RTGS/NEFT/ECS by treasury bank :-** After duly verifying the authenticity of messenger / DDO, treasury bank will verify the EPS pay order in the system and generate RTGS/NEFT/ECS files for the payment into the accounts of beneficiaries. The amount gets credited into the bank account normally on the same day but not later than one working day. In case of wrong bank account details i.e. if bank account number itself is invalid for the selected bank or if the bank itself is not on core banking the transaction gets failed but the bank provides a DD/RTR in the name of the Payee along with Bank account number and same can be collected by the messenger for delivering it to the Payee.

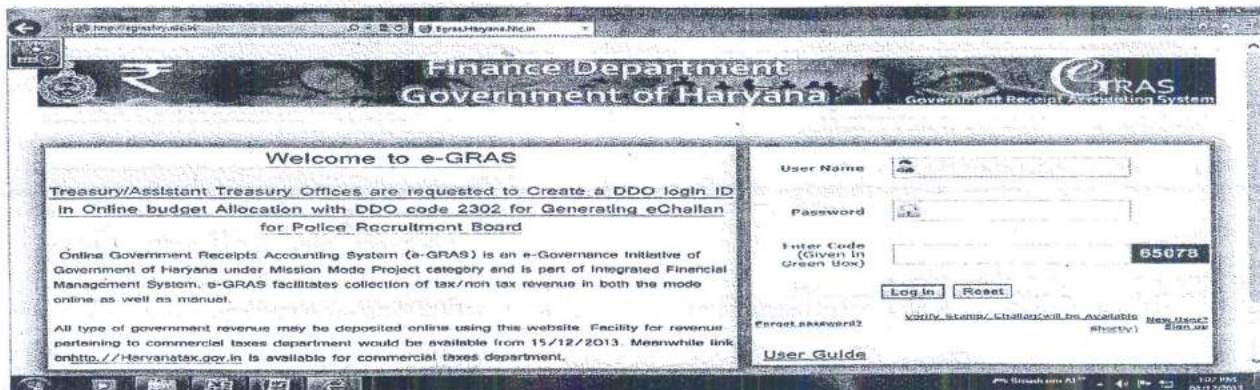
B. Electronic Government Receipt Accounting System (e-GRAS):

This system enables all kinds of depositors, whether Government or private, who desire to make any kind of payment to the State Government, to make such payments online through net banking facility. Even in case of those depositors, who do not want to use net banking facility for making payments, the system enables them to generate the requisite challan while sitting in their office or home and they are not required to visit treasury to get their challan verified by the officer in treasury (Inst memo no 14/80/2012-5FA dt 12 Nov 2013).

Although any amount can be deposited by using this system, however for convenience of depositors who intend to pay amounts less than Rs 100/- instructions (Inst memo 14/43/88-2FA dt 18-12-2013) have been issued to all Head of Offices to accept such payments directly from the depositor and then deposit the amount in State Treasury through this system. All such offices were required to put such arrangements in place by 31-01-2014.

In addition to above any depositor who intends to deposit any amount more than Rs 99/- can approach any treasury/sub-treasury in the State to get the challan prepared if he does not have access to any internet facility. A detailed manual on e-GRAS and FAQ on e-GRAS along with all related instructions issued from time to time are available on the web site <http://www.hrtreasuries.gov.in/> of Directorate of treasury. At present e-payment option has been disabled, however it will be enabled shortly. Presently this system is to be used for generation of all type of challans for making State Government payments through cash/ cheque / DD etc. A brief note on the steps involved in the process is however as follows:

- Log in at the site <https://egrashry.nic.in> by using "guest" as user id and password. However if you want to maintain a complete record of transactions carried by you, then you should get yourself registered online on this site by providing some simple information.



- Select the Category and the purpose of payment from the list provided. If the requisite Category or purpose is not indicated in the list, select "others".
- In case purpose is selected from the list, then a challan filled up with relevant details of department and head of account will become available and same can be filled up by providing other relevant details. If "others" is selected then select the Govt. department for which payment is to be made and then select the head of account from the list provided. Select the district/sub district where office of the department is located, to which payment is to be made. Fill up other details.

The screenshot shows the 'Payee Profile' section of the e-Challan system. It includes the following fields and options:

- Select Category:** --Select Category--
- Select Purpose of payment:** --Select Purpose of payment--
- Departments:** Revenue-FCR
- Profile Name:** Motor Conveyance Advance
- Major Head:** --Select Major Head--

The Major Head list includes the following codes and descriptions:

- 0022-Stamp Duty
- 0030-Stamp and Registration Fees
- 0041-Taxes on Vehicles
- 0046-Other Taxes and Duties on Commodities and Services
- 0049-Interest Receipts
- 0055-Police
- 0070-Other Administrative Services
- 0071-Contributions and Recoveries towards Pension & other Retirement B
- 0075-Miscellaneous General Services
- 0701-Medium Irrigation
- 1475-Other General Economic Services
- 1601-Grants-in-aid from Central Government
- 5216-Loans for Housing
- 8401-Loans for Crop Husbandry
- 7610-Loans to Government Servants etc
- 8009-State Provident Funds
- 8011-Insurance and Pension Funds
- 8342-Other deposits
- 8443-Civil Deposits
- 8448-Deposits of Local Funds
- 8666-Suspense Accounts
- 8782-Remit & Adjust between officers rendering a/c to same AG

- The system provides you facility to make online payment by selecting "e-payment" option in challan. However if you desire to make manual payment in a bank situated at any place, then you can select "manual payment" option and the bank and generate e-Challan, which will be valid for next 15 days in case of cash deposit and 12 days in case of cheque/ DD deposit. This challan can then be submitted at the branch of selected bank along with cash/cheque/DD etc. A duly stamped challan "subject to realization in case of cheque/DD" will be provided by the bank for your record. In case of online payment, e-Challan will be generated online for your record and can be used instantly for desired purpose.
- For paying an amount less than Rs 100 /- , the payee can also approach the concerned department / office and deposit this amount in that department and get the receipt as per government instruction. The department thereafter

needs to deposit the amount collected in the government account by using E-GRAS.

- At present e-payment option and e-stamp option have been disabled, however they will be enabled shortly. Presently this system is to be used for generation of all type of challans for making State Government payments through cash/ cheque / DD etc.
- In case the payment is to be made for purchase of stamp paper etc. the depositor should contact treasury or authorized braches of SBI(details are available in FAQ also). If stamp paper is to be purchased from SBI, the amount must be deposited in SBI branch only after generating challan from this system. In case stamp paper is to be purchased from stamp vendor, payment needs to be made directly to the vendor and not through this system.
- The DDO can view all receipts related to his office by logging in using his userid and password. Facility to deface the challan has also been provided to them.
- Any person can verify the genuineness of any challan by entering GRN of the challan and checking status of its payment.