

From

Financial Commissioner & Principal Secretary to Govt.
Finance Department, Haryana, Chandigarh.

To

1. All the Financial Commissioners and Principal Secretaries/ Administrative Secretaries to Government Haryana
2. All the Heads of the Departments in Haryana
3. The Registrar, Punjab & Haryana High Court Chandigarh.
4. All the Divisional Commissioners in Haryana (Ambala, Hisar, Rohtak & Gurgaon)
5. All the Deputy Commissioners and Sub-Divisional Officers (Civil) in the Haryana.

Dated the Chandigarh, 16-8-2011

Subject: **Regarding implementation of E-salary system.**

For improving the efficiency of treasury operations, to reduce the burden of preparing salary bills on monthly basis by DDOs and moving towards e-governance, the State Government is planning to introduce the concept of e-salary in all the Government Departments. This will require creation of a data base. This data base will be useful tool in the hands of Govt. for making various plans for the benefit of the employees. This aspect needs to be conveyed to all DDOs so that the new system gets implemented without any glitches. A brief of same is as follows:

1. The system is proposed to be implemented in the current financial year.
2. A database of the employee data pertaining to the pay bill generation i.e. pay scale, post, gazetted/ non-gazetted, GPF a/c no., PRAN (NPS), Bank Account details, Personal details, salary details is required to be created. This information needs to be gathered by all the DDOs from all the employees and from their own record files. The information should be collected in the proforma ES-1, ES-2 and ES-3 (as enclosed) within one month from the date of issue of this letter. These forms can also be downloaded from official website <http://www.hrtreasuries.gov.in> of Directorate of Treasuries & Accounts by clicking 'E-Salary Form' and copies of the same can be made for distribution to all the employees. A4 size paper can be used for this purpose and printing of form be done on both sides of the paper.
3. Forms ES-1 and ES-3 are to be filled up by DDO, while Form ES-2 needs to be got filled up from the employee. If unique code of payee (UCP) has already been got allocated to the employees through treasury for the purposes of Electronic Payment System (EPS), then the same should be mentioned by DDO at the top of the proforma ES-2 before the same is handed over to the employee for filling up the details. The information is required to be filled up with blue pen only.
4. DDO will maintain a register in which he will allot Sr. Nos to all employees. He has to fill up these Sr. Nos in forms ES-2 and ES-3 for each employee alongwith employees' UCP, if already allotted.
5. The employees should be asked to return the filled up proforma, duly signed, within a period of 3 days.
6. DDO will get the details of Forms ES-2 and ES-3 verified from the office records and make corrections with a green pen, wherever required. Any unfilled information will also be filled up by checking from office records or ascertaining the same from the

employee. This proforma will then be signed by the dealing clerk/official as well as by the DDO.

7. The software for entering data collected using form ES-1, ES-2 and ES-3 will become available on the official website <http://www.hrtreasuries.gov.in> of Directorate of Treasuries & Accounts w.e.f. 1-9-2011.
8. Each DDO will open the official website <http://www.hrtreasuries.gov.in> of Directorate of Treasuries & Accounts and click 'E-Salary' on the same.
9. No fresh user id/password needs to be created for E-Salary and the DDO will enter his user id and password as already allotted to him/her by his BCO/BCA for the purposes of Online Budget Allocation System. If this is not available with him then he can contact his Budget Officer i.e. BCO or BCA, who has allotted online budget to him. BCA and BCOs should also ensure that user id of all DDOs as created by him is 'enabled' by him, if not already enabled, so that DDOs can use the same. BCO/BCA are also authorized to provide fresh passwords in case the earlier passwords are not available with the DDOs. This can be done by them by logging on the Online Budget Allocation System in their own userid and clicking on "Other Operations/Set Other User Password".
10. A training programme for all DDOs and other officials for using e-salary software is being planned and the same will be intimated separately.

Necessary directions to all DDOs may be issued and they may be advised to adhere to the time frame mentioned for collection of data for E-salary.

Encl: Forms-ES1,ES2,ES3



Joint Secretary (Finance),
for Financial Commissioner & Principal Secretary
to Govt.Finance Department,Haryana, Chandigarh.

Endst. No.14/91/5FA -2011

Dated 16-8-11

A copy is forwarded to the Director, Treasuries and Accounts, Haryana Chandigarh (with 150 spare copies) for information of all Treasuries/Sub Treasuries.

Encl: Forms-ES1,ES2,ES3



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Endst. No.14/91/5FA -2011

Dated 16-8-11

A copy is forwarded to the Incharge, Computer Cell, Finance Department for placing it on the official website of Finance Department.

Encl: Forms-ES1,ES2,ES3


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