## **E-Post Sanctioning System**

वित्त विभाग द्वारा E-Post Sanctioning system शुरू किया जा रहा है। इसमें हरियाणा सरकार के सभी विभागों में पदों से सम्बन्धित स्थिति को online किया जायेगा। इसमें सम्बन्धित विभाग में कौन–कौन सी post sanctioned है, कितनी posts पर कर्मचारी/अधिकारी कार्य कर रहे है और कितने post खाली है इत्यादि की जानकारी रहेगी।

इसके अतिरिक्त यदि किसी विभाग को कोई नई post create करनी है जिसकी स्वीकृति उसे वित्त विभाग से लेनी होती है, तो यह प्रक्रिया भी अब online होगी। जिस भी विभाग को जो post sanction करवानी है, जिस कार्यालय / DDO को उस post की आवश्यकता है वह उसको online ही अपने विभाग के माध्यम से वित्त विभाग के पास भेजेगा और वित्त विभाग उस सम्बन्धित post को online sanction करेगा।

E-Post sanctioning system में तीन प्रकार से डाटा एन्टर किया जा सकता है विभाग इनमें से किसी mode के द्वारा post sanctioning data एन्टर करवा सकता है :--

 <u>Centralized Mode :-</u> इस mode में विभाग के सभी DDOs का post sanctioning data, Head Quarter level पर BCA द्वारा एन्टर किया जाता है।
 E-Post Sanctioning Manual|
 Prepared by SUNIL BAHAL जिसमें विभाग का BCA अपने User ID & Password (i.e. bcataa) से लोगिंन करके विभाग के सभी DDOs के कार्यालय और पोस्ट का डाटा एन्टर करेगा। जिसे फिर verify के लिये BCOs/DDOs के पास एक निर्धारित दिनांक के साथ भेज दिया जाता है। इसमें BCOs/DDOs एन्टर डाटा को केवल read कर सकते है। यदि वे एन्टर डाटा से असहमत है तो केवल अपनी आपत्ति ही रिमार्कस कॉलम में एन्टर कर सकते है। BCO/DDO स्वंय कोई editing नही कर सकता। रिमार्कस से यदि BCA भी सहमत है तो पोस्ट से सम्बन्धित एन्टर डाटा को edit करेगा और अन्त में FD को विभाग का final post sanctioning data भेज देगा। यह तरीका सबसे सरल और सुगम है क्योंकि BCA के पास सारे विभाग का authenticated data रहता है।

2. Partially Centralized Mode :- इस mode में विभाग के DDOs का post sanctioning data, District level पर BCO द्वारा एन्टर किया जाता है। जिसमें विभाग के BCOs अपने User ID & Password (i.e. bcotaa1) से लोगिंन करके अपने से सम्बन्धित विभाग के DDOs के कार्यालय और पोस्ट का डाटा एन्टर करेगा। जिसे फिर verify के लिये सम्बन्धित DDOs के पास एक निर्धारित दिनांक के साथ भेज दिया जाता है। इसमें DDOs एन्टर डाटा को केवल read कर सकते है। यदि वे एन्टर डाटा से असहमत है तो केवल अपनी आपत्ति ही रिमार्कस कॉलम में एन्टर कर सकते है। सम्बन्धित DDOs स्वंय कोई editing

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नही कर सकता। एन्टर डाटा DDOs से वैरीफाई करवाने के बाद BCOs डाटा को finalise करता है और विभाग के BCA के पास भेज देता है। जिसके बाद एन्टर डाटा check and necessary amendment in post data करके FD को भेज देता है।

इस mode में विभाग के DDOs द्वारा post 3. Decentralized Mode :sanctioning data एन्टर किया जाता है। जिसमें विभाग के DDOs अपने User ID & Password (i.e. ddotaa1) से लोगिंन करके अपने कार्यालय से सम्बन्धित पोस्ट का डाटा एन्टर करेगा और finalise कर देगा। जिससे वह डाटा उससे सम्बन्धित BCO के पास show करेगा। फिर सम्बन्धित BCO एन्टर डाटा को चैक और necessary amendment करेगा। फिर जब BCO को लगे कि उसका एन्टर डाटा सही है तो उसे finalise कर देगा। जिससे वह डाटा उससे सम्बन्धित BCA के पास show करेगा। फिर विभाग का BCA एन्टर डाटा को चैक और necessary amendment करेगा। फिर जब BCA को लगे कि उसका एन्टर डाटा सही है तो उसे finalise कर देगा। जिससे उस विभाग का एन्टर डाटा FD के पास show करेगा। यह उसी प्रकार होगा जैसे budget preparation के समय बजट की की demand की जाती है। जैसे कि DDOs  $\implies$  BCOs  $\implies$  Head of Department (BCA)  $\implies$  FD

Post sanctioning system आपको खजाना एंव लेखा विभाग की website <u>www.hrtreasuries.gov.in</u> पर "Budget Allocation" link पर available होगा। इसका user manual इस प्रकार से है।

❖ यदि DDO अपने User-ID & Password (i.e. ddotaa1) से उपरोक्त वर्णित option पर login करता है।

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♦ उसके बाद DDO, Other Operation menu के "Add/Edit Workstrength" option use / click करेगा।

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❖ जिससे Add / Edit Workstrength Form open हो जायेगा। यहां पर यूजर को Department column में अपने विभाग का नाम by default show होगा। उसके बाद यूजर सबसे पहले अपने कार्यालय से सम्बन्धित information enter करेगा। इसके लिये पेज पर दाई ओर बने हुये Add New Office button click करेगा। यहां पर यूजर एक या एक से अधिक office add कर सकता है।

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❖ जिससे Office Master Entry Form का page open हो जायेगा। यहां पर यूजर द्वारा Office Name, Urban / Rural, Town Name, Village, Panchayat, Address, Contact No column में अपने कार्यालय से सम्बन्धित information देनी होगी और save button पर क्लिक करना होगा।

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✤ यूजर द्वारा अपने कार्यालय की information add / save करने के बाद अपने कार्यालय से सम्बन्धित post की information add करनी है। इसके लिये पेज पर दाई ओर बने हुये Add New Post button click करेगा।

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जिससे Post Master Entry Form का page open हो जायेगा। यहां पर यूजर drop down box से Post Name, Pay Scale, Group select करेगा और save button पर क्लिक करना होगा। यहां पर यूजर वही post add / save करेगा जो कि उसके कार्यालय के लिये sanctioned हो और उसका initial pay scale ही select करेगा। उदाहरण के लिये यदि यूजर assistant की post select करता है तो उसके pay scale column में initial pay scale i.e. 9300-34800 + 3200 GP select किया जाये। यदि उससे सम्बन्धित assistant को 1<sup>st</sup> / 2<sup>nd</sup> ACP मिल चुका है तो भी यूजर pay scale column में initial pay scale i.e. 9300-34800 + 3200 GP ही स्लैक्ट करेगा।

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- २ यूजर द्वारा अपने कार्यालय से सम्बन्धित office and posts information add / save करने के बाद वह Add / Edit Work strength Form page पर post name column में post name select करेगा, जिसका डाटा एन्टर करना है। यहां पर वही post name drop down box में दिखाई देंगे जो कि सम्बन्धित विभाग के किसी भी यूजर द्वारा add new post किये हुये होगें। Post Name select करने के बाद यूजर नीचे की ओर एक table form में कार्यालय से सम्बन्धित sanctioned Post (Regular), Sanctioned Post (Others), Filled Post (Regular), Filled Post (Others), Diminishing Cadre Post column में डाटा एन्टर करेगा।
- **Sanction Post (Regular)** Those posts which have been sanctioned by the Government and are to be filled up on regular basis through normal means of recruitment e.g. through HPSC, HSSC, Police Recruitment Board etc.
- **Sanction Post (Others)** Those posts which have been sanctioned by Government with specific direction that the post should be filled up on contractual basis.
- **Diminishing Cadre Post** Those posts which will no longer be required in future and will get abolished once the post is vacated by present incumbent due to retirement / death etc.

Note: If any sanctioned post (regular) has been filled up by adopting outsourcing policy of the Government i.e. on temporary basis till regular recruitment is done, then such post should be shown vacant and not included under working strength of such post.

In case of sanctioned post (other), if same has been filled up by taking contractual person, it should be reflected in working strength.

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Prepared by SUNIL BAHAL

✤ यूजर द्वारा selected post का डाटा एन्टर करने के बाद वह save button पर क्लिक करेगा। जिससे सम्बन्धित कार्यालय का एन्टर डाटा save हो जायेगा।

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❖ यूजर द्वारा अपने कार्यालय से सम्बन्धित सभी posts का डाटा एन्टर और save करने के बाद यूजर view staff strength report button पर क्लिक करेगा। जिससे एक रिर्पोट जनरेट होगी। जिससे कार्यालय का अधिकारी चैक करेगा कि एन्टर डाटा ठीक है या नहीं। यदि किसी post का डाटा गल्त एन्टर हुआ है तो यूजर उसे ठीक कर सकता है।

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Post: 11-Junior Auditor(9300-34800+3200GP,Group-C)	1	Ð	1	0	1	0	0	
Post, 126-Driver(5200-20200+2400GP,Group-C)	3	0	3	0	3	0	0	
Post: 14-Assistant District Attorney(9300-34800+4800GP.Group-B)	1	0	1	0	1	0	0	
Post 170 Assistant/9300-34800+3200GP,Group-C)	19	0	11	0	11	В	0	
Post. 240-Accounts Officer(9300-34800+5400GP (Group-B)	2	0	2	D	2	0	a	
Post: 24-DATA ENTRY OPERATOR(5200-20200+1900GP, Group-C)	6	5	1	5	1	5	0	
Post 277-Flying Squad Officer(9300-34800+6000GP;Group-B)	1	D	1	D	1	D	O	
Post 278-Treasury Officer(9380-34800+5400GP (Sicup-B)	1	0	1	D	1	D	0	
Post: 280-Assistant Superintendent Tissasury(\$300-34800+3300GP Group-C	1	0	1	0	1	0	0	

Prepared by SUNIL BAHAL

10

E-Post Sanctioning Manual

सभी posts का सही डाटा एन्टर करने के बाद वह सभी posts को बारी–बारी स्लैक्ट करके Finalise button click करेगा। जिससे उससे सम्बन्धित कार्यालय की सभी posts का डाटा next level पर अर्थात उसके BCO/BCA level पर चला जायेगा। इसके बाद यूजर किसी प्रकार की कोई correction नहीं कर सकेगा। यदि किसी प्रकार की कोई कमी या गल्ती रहती है तो वह अपने से सम्बन्धित BCO / BCA से लिखित अनुरोध करेगा कि उसके कार्यालय से सम्बन्धित post के डाटा में कोई कमी या गल्ती रह गई है कृप्या उसे सही करने का कष्ट करें।

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ack	DDO POST PRE	PARATION - ADD / E	DIT WORKSTRE	NGTH FORM		Logout	-
Iser Sushil Kumari, Accounts Officer	Department	Treasury And Accou	unts		Data for the finance	ial year 2014-1	5
epertment TAA-Treasury & Account	ts 🗸			Add New O	ffice		
st Name: 80-Steno Typist(5200-20	200+1900GP - Group:C)		V	Add New P	ost		
y Scale: 5200-20200+1900GP (	Grade Pay: 1900 Catego	ry: C					
fice Name	Sanctioned Post (Regular)	Sanctioned Post (Others)	Filled Post (Regular)	Filled Post (Others)	Diminishing Cadre Post	Vacant Post (Regular)	Vacant Post (Others)
-Treasuries and Accounts, Head	3	0	0	D	0	0	0
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DDO द्वारा अपने कार्यालय का posts से सम्बन्धित डाटा एन्टर और finalise करने के बाद next level पर विभाग का BCO (Budget Controlling Officer) / BCA अपने User ID & Password से लोंगिन करेगा।



♦ उसके बाद BCO / BCA, Other Operation menu के "Edit / Finalise Workstrength" option use / click करेगा।

icer Bhiwani	Operations	Reports	Other operations     Add new user	Logout
	Web site De	signed & Maintained by Na	tional Info Change Your password	
			Edit your profile View users profile	
			Set SCO/DDO password Activite and Deactivite User	
			Add/Edit Workstrength for DDO Edit/Finalise Workstrength	

✤ यूजर द्वारा क्लिक करने पर Edit / Finalise WorkStrength page open होगा। जिस पर यूजर Post Name select करेगा। यहां पर उसे वही Post Name show होंगें जो कि उसके अधीन आने वाले DDOs द्वारा add new post किये हुये होगें।

let.k	0	EDIT / FINALISE WORKST	TENGTH	Logout	
User J S SUHAG, Officer Bhiwr	Treasury Ini	Department: Treasury And Accounts	Deta for the <u>financial</u> 🦉 yes	s <sup>-</sup> 2014-15	
tost Name Yay Scale Sanction Post (Regul Sanction Post (Other Note:	Select 10-Section Office 11-Junior Audito 126-Driver(5200 1432-District Tre 1440-WATER C, 1440-WATER C,	r(9300-34800+4600GP - Group:C)           (9300-34800+3200GP - Group:C)           saure(5200-20200+3200GP - Group:C)           RRIER Cum Chokidar(4440-7440+1500GP - Group.D)           RRIER Cum Chokidar(4440-7440+1650GP - Group.D)           RRIER Cum Chokidar(4440-7440+1650GP - Group.D)           RRIER Cum Chokidar(4440-7440+1650GP - Group.D)           RRIER Cum Chokidar(5200-20200+2000GP - Group.D)           RRIER Cum Chokidar(5200-20200+2000GP - Group.D)           RABD0+300GP - Group:C)           00-34800+3300GP - Group:C)           00-34800+3300GP - Group:C)           00-34800+3300GP - Group:C)           00-34800+300GP - Group:C)           00-34800+300GP - Group:C)           00-34800+300GP - Group:C)           00-34800+3400GP - Group:B)           seriny:00:300-34800+5400GP - Group:B)           seriny:00:10:4400+5400GP - Group:B)           seriny:00:10:4800+5400GP - Group:B)           seriny:00:10:4800+5400GP - Group:B)           seriny:00:10:20:20:20:20:1900GP - Group:B)           seriny:00:20:20:20:20:1900GP - Group:B)           seriny:00:20:20:20:20:1900GP - Group:B)           seriny:00:20:20:20:20:1900GP - Group:C)           00:93:00:34800+5400GP - Group:B)           seriny:00:20:20:20:20:490GP - Group:C)           00:93:00:34800+5400GP - Group:C)           00:90:90:480	Add/Edit WorkStrength For DDO Calegory and page to get another one ( h Report and are to be filled up on regular basis through nom peofic direction that the post should be filled up on outsourcing policy of the Government i.e. on tempo in not included under working strength of such post taking contractual person, it should be reflected in t	tal means of recruitment e.g contractual basis rary basis till reputar working strength.	

❖ यूजर द्वारा Post Name select करने पर उससे सम्बन्धित DDOs अनुसार sanctioned Post (Regular), Sanctioned Post (Others), Filled Post (Regular), Filled Post (Others), Diminishing Cadre Post column में डाटा show होगा। प्रत्येक DDO's line के अन्त में View और edit नाम के दो button available होगें।

J & SURAG. Treasury with came         Department:         Treasury And Accounts         Data for the flucture year.         Department:         Treasury And Accounts         Data for the flucture year.         Department:         Treasury And Accounts         Data for the flucture year.         Department:         Treasury And Accounts         Department:         Treasury And Accounts         Department:         Treasury And Accounts         AddEEdit WorkStrength For DDO           with scale         #300 Secon second         #300 Secon second         Market         <	lauk		5 - 10 - 5	EDIT / PINA	LISE WORKST	RENGTH			Logout			
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Enter the task date for raising objection by your DDOs. [20/05/2014] [Sot Date]	BEFORE FINALISING IF YOU WY OIVEN BELOW: Enter the tast date for raising object	NAT TO ENSURE THAT	YOUR DOOS AGE	THE WITH THE	ABOVE WORK	TRENGTH THEN	YOU GAN ENTER Set Date	THE LAST DAT	E OF NAIS	NG OBJEC	TION AS	
			Plan in Disc.	10.4	School Obacht Others	Transfer Blancett						

<sup>13</sup> E-Post Sanctioning Manual

Prepared by SUNIL BAHAL

✤ यदि यूजर को किसी DDO का selected post से सम्बन्धित डाटा में कोई कमी या गल्ती लगती है तो वह edit button use करके उसे ठीक कर सकता है।

			DDO Level Post Detail Form For Ddotaa88-Atobadhra-Ato									
Office Name	Sanction (	Post	Sanction	Post	Filled Post (Regular)	Filled Post	Diminishin	ng Cadre	Vacant Post	Vacant Post		
H-SUB TREASURY OFFICE, BADHRA	1	1	0		0	0	0		1	0		
				227	18							
		Ente	n the code sh	227 own abov	18							

✤ यदि यूजर / BCO अपने स्तर पर अपने अधीन आने वाले सभी या किसी भी DDOs का डाटा एन्टर करना चाहता है तो इसके लिये यूजर को other opertions की Add / Edit Workstrength for DDO option use करेगा।

			Coyour
Web site De	signed & Maintained by Na	Add new user tional Infor	
		Change Your password Edit your profile	
		Set BCOIDDO passworil	
		Add/Edit Workstrength for DDO	
	Web sife De	Web alle Designed & Maintained by Na	Web site Designed & Maintained by National Info(Conrue Your passwort) Change Your passwort Edityour profile Set 8CO/DOC passwort Activate and Deactivate User Add/Edit Workstrength for DDO Edit/Finalise Workstrength

जिससे Add / Edit Workstrength for DDO page open हो जायेगा। यहां पर यूजर को Department column में अपने विभाग को नाम by default show होगा। उसके बाद यूजर select user column में जिस DDO का डाटा एन्टर करना चाहता है उसकी user id स्लैक्ट करेगा। इस drop down box में यूजर को उसके अधीन आने वाले सभी DDOs की User IDs show होगी। उसके बाद यूजर select user के कार्यालय से सम्बन्धित information enter करेगा। इसके लिये पेज पर दाई ओर बने हुये Add New Office button click करेगा। यहां पर यूजर एक या एक से अधिक office add कर सकता है।

	//bamsharyar	ia <b>nicin</b> 1000PostPreperation_Add	E 🔎 + C 🤮 DDO POST PREPARATI	ION ×			- U - X
Back			DDO POST PREPAR/	ATION - ADD / EDIT W	ORKSTRENGTH FOR DDO		Logout
User: J S SU Officer	IHAG, Tre Bhiwani	asury	Department Treasury And	Accounts		Data for the financial ye	ear: 2014-15
Department Select User Post Name: Pay Scale:	TAA- Gra	Treasury & Accounts	ice-Treasury Officer) ATO) Assistant Treasury Officer) ato) Addl District Sessions Judge) ato) RA-ATO BADHRA) sury officer bhiwani) ant Treasury Officer) M-A T O TOSHAM) ani khera)	85184 p in image above, re rown above:	Add New Offi	28 21	
*Sanction Post (	Regular)	Those posts v HPSC, HSSC	which have been sanctioned by , Police Recruitment Board etc.	the Government and a	e to be filled up on regular t	asis through normal means	of recruitment e.g. through
*Sanction Post (	Others)	Those posts v	which have been sancitoned by	Goverment with specifi	c direction that the post sho	uid be filled up on contractua	al basis.
Note:		If any sanctio then such por In case of sar	ned post (regular) has been fille st should be shown vacant and ntioned post (other), if same has	ed up by adopting outso not included under work s been filled up by takin	urcing policy of the Governn ing strength of such post. a contractual person, it shou	ient i.e. on temporary basis Id be reflected in working st	till regular recruitment is done, rength
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❖ जिससे Office Master Entry Form का page open हो जायेगा। यहां पर यूजर select user का Office Name, Urban / Rural, Town Name, Village, Panchayat, Address, Contact No column में उसके कार्यालय से सम्बन्धित information enter करनी होगी और save button पर क्लिक करना होगा।

C	C OFFICE Detail Entry Form ×
Back	OFFICE MASTER ENTRY FORM
Office Name:	Treasury Office Chandigarh
District:	Chandigarh
Urban/Rural:	Urban     ORural
Town Name:	Select
Village :	
Panchayat :	
Address:	
Contact No: (Landline or Mobile No.)	(Only numbers are allowed and for landline numbers
100	321
[Note: If you cannot read info in image	e above, reload page to get another one.]
Enter the code shown abo	ve:
Save Cancel View C	Office Report
	🕞 Broadcom AJ <sup>**</sup> - 🌜 🏲 🖱 21.05/2014

✤ यूजर द्वारा selected user (DDO) के कार्यालय की information add / save करने के बाद उसके कार्यालय से सम्बन्धित post की information add करनी है। इसके लिये पेज पर दाई ओर बने हुये Add New Post button click करेगा।

0			and the second se	
Back		DDO POST PREPARAT	ION - ADD / EDIT WORKSTRENGTH FOR DO	0 Lenout
User JSSI	UHAG, Treasury r Bhiwani	Department Treasury And Ac	counts	Data for the financial year 2014-18
Department	TAA-Treasur	y & Accounts 🐱	Add New O	flice
Select User Post Name Pay Scale	Grie ddotas Grie ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas ddotas	1001(Treasury Office-Treasury Officer) 1001(ATC Siwani-ATC) 1076(ATC Siwani-Assistant Treasury Officer) 1076(ATC Siwani-Assistant Treasury Officer) 1076(ATC Siwani-Assistant Treasury Officer) 1173(atc pension-ato) 1173(AtC BADHRA-ATC BADHRA) 37(bothman-treasury Officer) 53(atdotadri-Assistant Treasury Officer) 54(ATC TO DSHAM-ATO TO SHAM) 35(bitheadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc) 88(atbotadhra-atc)	Add New F	ost
"Sanction Post   "Sanction Post   Note:	(Regular) (Others)	Those posts which have been sanctioned by M HPSC, HSSC, Police Recruitment Board etc. Those posts which have been sanctioned by G If any sanctioned post (regular) has been filled then such post should be shown vacant and no in case of santioned post (other), if same has b	e Government and are to be filled up on regula overment with specific direction that the post st up by adopting outsourcing policy of the Gover 1 included under working strength of such post, een filled up by taking contractual person, if sh	r basis through normal means of recruitment e.g. through ould be filled up on contractual basis. Inment i.e. on temporary basis till regular recruitment is done, ould be reflected in working strength.
3	🗎 😭 🚳			1 TA-149 60 * • • • 1 105 AM
16	E-Post Sar	nctioning Manual		Prepared by SUNIL BAHAL

जिससे Post Master Entry Form का page open हो जायेगा। यहां पर यूजर drop down box से Post Name, Pay Scale, Group select करेगा और save button पर क्लिक करना होगा। यहां पर यूजर वही post add / save करेगा जो कि selected user (DDO) के कार्यालय के लिये sanctioned हो और उसका initial pay scale ही select करेगा। उदाहरण के लिये यदि यूजर assistant की post select करता है तो उसके pay scale column में initial pay scale i.e. 9300-34800 + 3200 GP select किया जाये। यदि उससे सम्बन्धित assistant को 1<sup>st</sup> / 2<sup>nd</sup> ACP मिल चुका है तो भी यूजर pay scale column में initial pay scale i.e. 9300-34800 + 3200 GP ही स्लैक्ट करेगा।

0	1 B A	10 B. (10 B. )	2	
	DOCTMAC	P + C POST Detail Entry Form X	A CONTRACTOR	fi t a
Post Name:	Section Officer			nome
PayScale:	9300-34800+46000	GP V		
Gradepay:	4600			
Group :	С	V		
	0.000			
	0628	3		
[Note: If you car	nnot read info in image a	above, reload page to get another one.	]	
Ente	r the code shown above	et		
Update Ca	incel			
Post Name		Scale	Gradepay	Group Edit
10-Section Offic	er	9300-34800+4600GP	4600	C Edit
11-Junior Audito	or	9300-34800+3200GP	3200	C Edit
126-Driver		5200-20200+2400GP	2400	C Edit
14-Assistant Dis	strict Attorney	9300-34800+4600GP	4600	B Edit
1432-District Tr	easurer	5200-20200+3200GP	3200	C Edit
<				
🚯 [	🗐 😫 🖉 🔏			F TA-HP: tz <sup>2</sup> - 10 P <sup>1</sup> 22/05/2014

❖ यूजर द्वारा selected user (DDO) के कार्यालय से सम्बन्धित office and posts information add / save करने के बाद वह Add / Edit Work strength Form page पर post name column में post name select करेगा, जिसका डाटा एन्टर करना है। यहां पर वही post name drop down box में दिखाई देंगे जो कि सम्बन्धित विभाग के किसी भी यूजर द्वारा add new post किये हुये होगें। Post Name select करने के बाद यूजर नीचे की ओर एक table form में selected user (DDO) के कार्यालय से सम्बन्धित sanctioned Post (Regular), Sanctioned Post (Others), Filled Post (Regular), Filled Post column में डाटा एन्टर करेगा।

Sanction Post (Regular)	Those posts which have been sanctioned by the Government and are to
	be filled up on regular basis through normal means of recruitment e.g.
	through HPSC, HSSC, Police Recruitment Board etc.

**Sanction Post (Others)** Those posts which have been sanctioned by Government with specific direction that the post should be filled up on contractual basis.

**Diminishing Cadre Post** Those posts which will no longer be required in future and will get abolished once the post is vacated by present incumbent due to retirement / death etc.

Note: If any sanctioned post (regular) has been filled up by adopting outsourcing policy of the Government i.e. on temporary basis till regular recruitment is done, then such post should be shown vacant and not included under working strength of such post.

In case of sanctioned post (other), if same has been filled up by taking contractual person, it should be reflected in working strength.

Back			DDO	POSTPREP	ARATION - ADD / ED	IT WORKSTRENG	TH FOR DD	0		Logo
User J S SUH	AG, Treasury hiwani	D	spartment	Treasury A	nd Accounts		Da	ta for the line	incial year 2014	-15
Department T/	AA-Treasury & Account	5 ¥					Γ	Add New C	ttice	
Select User:	ddotaa89(ato	(oharu-ato)	)		~		-			
ast Name: 3-	CLERK(5200-20200+1	900GP - G	roup C)		×		Г	Add New F	Post	
ay Scale: 52	00-20200+1900GP	Grade I	Pay 1900	Category: C						
Office Name		Sanction (Regular	Post	Sanction P (Others)	ost Filled Post (Regular)	Filled Post (Others)	Diminis Post	hing Cadre	Vacant Post (Regular)	Vacant Post (Others)
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18 E-Post Sanctioning Manual

Prepared by SUNIL BAHAL

यूजर द्वारा selected user (DDO) के कार्यालय से सम्बन्धित selected post name का डाटा एन्टर करने के बाद वह save button पर क्लिक करेगा। जिससे सम्बन्धित कार्यालय का एन्टर डाटा save हो जायेगा।



◆ इसके बाद BCO / यूजर other operations की Edit / Finalise Workstrength option use / click करेगा।

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Onlin	e Budget A	Ilocation	Monitoring	& Analysis	Sys
User: J S SUHAG,Treasu Shiwani	ry Officer Operations	Reports	Other operations Add new user National InforEdit / Enable user	Lopeut	
			Change Your password Edit your profile View users profile Set BCC/0DO password		
			Activate and Deactivate Un Add/Edit Workstrength for Edm/Finalise Workstrength	600	
Mige/hareshayanaaa ar/ACABC	Mulfregentier, AddustregPatrage	1.000		Frankrik " - 🌜 Pr 🖯	11.12 AM 21.05/2814
19 E-Post	Sanctioning Manual	I	Pr	epared by SUNIL BAHAL	 -

✤ उसके बाद यूजर View Staff Strength Report button click करेगा। जिससे एक रिर्पोट जनरेट होगी।



इससे यूजर अपने से सम्बन्धित DDOs के कार्यालयों की posts detail चैक कर सकता है कि एन्टर डाटा ठीक है या नहीं। यदि किसी post का डाटा गल्त एन्टर हुआ है तो यूजर उसे ठीक कर सकता है।

4 1 of 1 > > > Select a format	✓ Export	1						
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E Post: 1432-Oistrict Treasurer(5200-20200+3200GP/Group-C)	:1	0	1	0	.1	0	a	
E Post 173-Assistant(1990-34800+3200GP,Group-C)	з	0	з	0	3	0	a	
El Post 1719-Clerk Cam Data Entry Operator(5200- 20200+1900GP,Group-C)	1	0	1	0	1	0	0	
目 Post. 172-Chowkidar(4440-7440+1300GP,Group-D)	1	D	0	0	0	1	0	
El Post 278-Treasury Officer(9900-34800+5400GP,Group-8)	1	0	1	0	1	0	0	
Post 200-Assistant Superintendent Treasury(\$300- 3300047, Group-C)	1	0	0	0	0	1	0	
E Post: 3-CLERIK(5200-20200+1900GP,Group-C)	6	0	5	6	5	1	0	
1 Post: 64-Peon(4440-7440+1800GP (Group-D)	з	0	3	Ð	3	0	0	
+ atodasin (Assistant Treasury Officer)(ddotaa53)	5	Ð	4	0	4	1	0	
E Post 170-Assistant(\$906-34800+3200GP Group-C)	1	0	0	0	0	1	0	
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E Post 282-Assistant Treasurer(5200-20208-1900GP/Group-C)	3	0	1	0	1	0	0	
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E Post 64-Peon(4440-7440+1800GP,Group-D)	3	0	Ť	0	1	0	0	
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20 E-Post Sanctioning Manual

Prepared by SUNIL BAHAL

- ❖ इसके बाद यूजर यह चाहता है कि posts से सम्बन्धित एन्टर डाटा को वह एक बार अपने से सम्बन्धित DDOs से verify करवाना चाहता है तो यूजर इसी पेज पर बने हुये white box में एक date set कर देगा। यह दिनांक यह show करेगी कि यूजर ∕ BCO कब तक अपने DDOs से यह डाटा वैरीफाई करवाना चाहता है।
- सभी posts का सही डाटा एन्टर करने के बाद वह सभी posts को बारी–बारी स्लैक्ट करके Finalise button click करेगा। जिससे उससे अपने से सम्बन्धित DDOs के कार्यालयों की सभी posts का डाटा next level पर अर्थात उसके BCA level पर चला जायेगा। इसके बाद यूजर किसी प्रकार की कोई correction नहीं कर सकेगा। यदि किसी प्रकार की कोई कमी या गल्ती रहती है तो वह अपने से सम्बन्धित BCA से लिखित अनुरोध करेगा कि उससे सम्बन्धित DDOs के कार्यालयों की posts के डाटा में कोई कमी या गल्ती रह गई है कृप्या उसे सही करने का कष्ट करें।

User: J S SUHAG, Treasury Officer Bhiwani Post Name 279-A Pay Scale \$300-3 Name	I SSISTANT Treasury ( 14800+46000P	Department Trea	sury And Acco +4600GP - Gro Grade	unts up B)	Add/Edit Wo	kStrength For DI	Data for the fina	nciali year.	2014-15	
Post Name 279-A Pay Scale \$300-3 Name	ssistant Treasury ( 14800+4600GP	Officer(9300-34800	)+4600GP - Gro Grade	up 8)	Add/Edit Wor	kStrength For DD	00			
Pay Scale 9300-3 Name	14800+4600GP		Grade	Elect 4600						
Name	Exection front	\$300-34800+4600CP Grade Pay 4600 Category B								
	(Regular)	Sanction Post (Others)	Filled Post (Regular)	Filled Post (Others)	Diminishing Cadre Post	Vacant Post (Regular)	Vacant Post (Others)	is Agreed	View Detail	Edit
BCA/BCO TOTAL	5	0	2	0	0	3	0			
tdotaa88-atobadhra-ato	1	0	0	0	0	1	0	2	View	Edit
idotaa69-atoloharu-ato	1	0	0	0	0	1	0	3	View	Edit
ddotaa90-atosiwani-to	1	0	1	0	0	0	0	6	View	Edit
Idotaa60-bkhera-ato bwani khera	1	0	0	٥	0	1	0		View	Edit
ddotaa54-A T O TOSHAM-A T O TOSHAM	10	0	1	0	0	0	0	4	View	Edit
BEFORE FINALISING IF YOU WANT TO GIVEN BELOW: Enter the last date for raising objection by	D ENSURE THAT	YOUR DOOS AGR	REE WITH THE	ABOVE WORK	TRENGTH THEN	YOU CAN ENTER Set Date	THE LAST DATI	OF RAIS	NG OBJEC	TION A

✤ यूजर (BCO/BCA) द्वारा अपने से सम्बन्धित DDOs से post wise डाटा वैरीफाई करवाने के लिये date set करने के बाद सम्बन्धित DDO अपने User-ID & Password (i.e. ddotaa1) से login करेगा।



♦ उसके बाद DDO, Other Operation menu के "Add/Edit Workstrength" option use / click करेगा।

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Online	Budge	t Allocatio	n Mor	itoring &	Analysi
User: Sushil Kumari,Account Officer	Operations	Instructions for DDOs	Reports	Other operations     Change password	Logout]
N-	Web site	Designed & Maintained by Nat	tional Informatics C	enter Edit your profile Add/Edit Workstrength	
👔 🛛 🗎 🕅	1 E			C Book	om 41 ** • • • • • • • • • • • • • • • • • •

जिससे Add / Edit Workstrength Form open हो जायेगा। यहां पर यूजर को Department column में अपने विभाग का नाम by default show होगा। फिर यूजर Post Name select करेगा। यहां पर यूजर / DDO को उसके BCO/BCA द्वारा set date का मैसेज show करेगा। यदि यूजर स्लैक्टिड पोस्ट के डाटा से सहमत है तो । Agree का रेडियो बटन क्लिक करेगा। यदि यूजर को स्लैक्टिड पोस्ट के डाटा में एतराज है तो । Disagree का रेडियो बटन क्लिक करेगा। क्योंकि यहां पर यूजर स्लैक्टिड पोस्ट के डाटा को edit करके ठीक नहीं कर सकता।

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File Edit View Favo	rites Tools Help						
<u>Back</u>		DDO POST PREPA	RATION - ADD / EDI	TWORKSTREM	IGTH FORM		Logou
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Department:	TAA-Treasury & Ac	counts 💌			Add New	Office	
Post Name:	24-DATA ENTRY O	DPERATOR(5200-202	200+1900GP - Group	:C) 🔹	Add New	v Post	
Pay Scale:	5200-20200+1900G	P Grade Pay: 1900	Category: C				
Office Name		Sanctioned Post (Regular)	Sanctioned Post (Others)	Filled Post (Regular)	Filled Post (Others)	Diminishing Cadre Post	Vac (Reç
01-Treasuries and A Quarter	Accounts, Head	6	5	1	5	0	5
							E
			*LAST DATE OF R	AISING OBJEC	TION:		
Do you agree with t	the workstrength ent	ered by your Budget A	Illocating Officer?				
Do you ugree wart	and workstronger one	orod by your budget?	allocating officers	○ I Agre	e UL	Jisagree	
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		Enter	r the code shown abo	ove:			
	Save		Finalise	]	View Sta	ff Strength Repo	ort
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*Sanction Post (Re	egular)	Those posts which ha	ve been sanctioned l	ov the Governme	ent and are to b	e filled up on requi	lar basis
	<b></b> ,	through normal means	s of recruitment e.g. t	hrough HPSC, H	ISSC, Police Re	ecruitment Board	etc. +
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✤ यदि यूजर I Disagree का रेडियो बटन क्लिक करता है तो सिस्टम यूजर से Reason of Objection box में पूछेगा। जिसमें यूजर अपने disagree का कारण टाईप करेगा और Save button click करेगा।

- A ttp://ba	msharyana. <b>nic.in</b> /DDOPostPr	eperation_AddExistingF 🔎 🗸	🗟 C 🗙 🏉 DDO POST	PREPARATION ×			⊕ ☆ 🕸	
File Edit View Favo	rites Tools Help							
<u>Back</u>		DDO POST PREPAR	ATION - ADD / EDI	TWORKSTREN	GTH FORM		Logou	
User: Sushil Ku Accounts	mari, Officer	Department: Tre	easury And Accour	nts		Data for the fina	incial yea	
Department:	TAA-Treasury & Acc	counts 💌			Add New	Office		
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Pay Scale:	5200-20200+1900GF	Grade Pay: 1900	Category: C					
Office Name		Sanctioned Post (Regular)	Sanctioned Post (Others)	Filled Post (Regular)	Filled Post (Others)	Diminishing Cadre Post	Vac: (Reç	
01-Treasuries and A	Accounts, Head	6	5	1	5	0	5	
Quarter								
			*LAST DATE OF R	AISING OBJECT	TION:			
Do you agree with t	the workstrength ente	red by your Budget Al	locating Officer?	© I Agree	● I [	Disagree		
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•	Save		Finalise		View Sta	iff Strength Repo	ort .	
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✤ यदि कोई BCO/BCA अपने से सम्बन्धित DDOs से उनके कार्यालय की posts का डाटा वैरीफाई करवाने के बाद वह अपने User ID & Password से लोगिंन करेगा।



❖ उसके बाद BCO / BCA, Other Operation menu के "Edit / Finalise Workstrength" option use / click करेगा।



Prepared by SUNIL BAHAL

जिससे Add / Edit Workstrength Form open हो जायेगा। यहां पर यूजर को Department column में अपने विभाग का नाम by default show होगा। फिर यूजर Post Name select करेगा। यहां पर यूजर (BCO/BCA) को टेबल में सम्बन्धित DDOs/BCOs की स्लैक्टिड पोस्ट का डाटा show होगा। इस टेबल के अन्त में एक कॉलम Is Agreed नाम से होगा। जिसमें यूजर Yes / No show होगा। यदि Yes है तो आपके DDO ने वैरीफाई मैसेज में स्लैक्टिड पोस्ट के एन्टर डाटा से अपनी सहमती जताई है और यदि No है तो DDO ने वैरीफाई मैसेज में स्लैक्टिड पोस्ट के एन्टर डाटा से अपनी सहमती नहीं जताई है। इसका कारण क्या है जानने और उसके अनुसार डाटा ठीक करने के लिये यूजर edit button पर क्लिक करेगा।

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(Contemportation of the second	ana. <b>nic.in</b> /BCABCO	)PostPreperation_A	AddExist 🔎 👻	≅ ୯ × 🦉 🛙	BCA/BCO Level Post	Detail ×				ŵ	☆ 🔅
File Edit View Favorites	Tools Help										
Back			EDIT / FIN	ALISE WORKST	RENGTH			Logout			
User: TAA, BCA Treasury and Accounts		Department: Trea	sury And Acco	ounts			Data for the finan	cial year:	2014-15		
Post Name 54	-JOINT DIRECTOR(	15600-39100+76000	GP - Group:A)	•	Add/Edit WorkStre	ength For DDO	]				
Pay Scale: 156	00-39100+7600GP		Grade F	Pay: <b>7600</b>	Category: A						
Name	Sanction Post (Regular)	Sanction Post (Others)	Filled Post (Regular)	Filled Post (Others)	Diminishing Cadr Post	e Vacant Post (Regular)	Vacant Post (Others)	ls Agreed	View Detail	Edit	
BCA/BCO TOTAL	2	0	2	0	0	0	0				
ddotaa1-Sushil Kumari-Accounts Office	er 2	0	2	0	0	0	0	No	View	Edit	
BEFORE FINALISING IF YOU WANT GIVEN BELOW:	TO ENSURE THAT	YOUR DDOs AGRE	EE WITH THE A	BOVE WORKST	RENGTH THEN YOU	CAN ENTER TH	E LAST DATE OF	RAISING	BJECTIO	NAS	
Enter the last date for raising objection	by your DDOs:		20/0	05/2014	Set D	Date					
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*Sanction Post (Regular)	Those posts which	have been sanctione	ed by the Govern	nment and are to t	be filled up on regular	basis through nor	mal means of recru	iitment e.g.	through HP	PSC, HSSC	, Police
*Sanction Post (Others)	Those posts which	have been sancitone	ed by Govermen	t with specific dire	ction that the post sho	uld be filled up o	n contractual basis.				
Note:	If any sanctioned p should be shown v In case of santione	ost (regular) has bee acant and not include d post (other), if sam	n filled up by ad d under working e has been filled	opting outsourcing g strength of such d up by taking con	g policy of the Governi post. tractual person, it sho	nent i.e. on temp uld be reflected in	orary basis till regu working strength.	lar recruitm	ent is done	, then such	post
<ul> <li>(a)</li> <li>(b)</li> <li>(c)</li> <li>(c)</li></ul>	0	) 💿	<b>(2</b> )					<b>^</b>		5:06 5/25	5 AM /2014

❖ जब यूजर edit button click करेगा तो उस सम्बन्धित DDO की स्लैक्टिड पोस्ट का एन्टर डाटा editable होगा। यहां पर यूजर को सम्बन्धित DDO का reason of objection भी show होगा। उसके अनुसार यदि यूजर को अपने सम्बन्धित DDO का objection सही लगे तो उसे वह ठीक कर सकता है और save button click करेगा।

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01-Treasuries and Accounts, Head Quarter	2 0	2	0 0	0	0
Reason of Objection: total post 3					
					E
		84777			
	Enter the c	code shown above:			
		Save			
*Sanction Post (Regular) T	hose posts which have I f recruitment e.g. throug	been sanctioned by the Govern h HPSC, HSSC, Police Recrui	nment and are to be filled up on reg tment Board etc.	ular basis through i	normal means
*Sanction Post (Others) T	hose posts which have	been sancitoned by Govermen	t with specific direction that the pos	t should be filled ur	on contractual
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सभी पोस्ट का डाटा check, edit व save करने के बाद यूजर (BCO/BCA), Post Name column में बारी–2 पोस्ट स्लैक्ट करेगा और finalise button पर क्लिक करेगा।
 जिससे अपने विभाग से सम्बन्धित DDOs / BCOs के कार्यालयों की सभी posts का डाटा next level पर अर्थात उसके FD level पर चला जायेगा। इसके बाद विभाग का कोई भी यूजर किसी प्रकार की कोई correction नहीं कर सकेगा। यदि किसी प्रकार की कोई कमी या गल्ती रहती है तो वह FD से लिखित अनुरोध करेगा कि उससे सम्बन्धित DDOs के कार्यालयों की काई कमी या गल्ती रहती है तो वह FD से लिखित अनुरोध करेगा कि उससे सम्बन्धित DDOs के कार्यालयों की posts के डाटा में कोई कमी या गल्ती रह गई है कृप्या उसे सही करने का कष्ट करें।

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Back			EDIT / FINALI	SE WORKST	RENGTH			Logout		
User: TAA, BCA Treasury and Accounts		Department: Tr	easury And Account	8			Data for the finan	cial year∷	2014-15	
Post Name 54	JOINT DIRECTOR	(15600-39100+760)	JGP - Group:A)	•	Add/Edit Work	Strength For DDO				
Pay Scale: 156	00-39100+7600GP		Grade Pay:	7600	Category: A	-				
Name	Sanction Post (Regular)	t Sanction Post (Others)	Filled Post (Regular)	Filled Post (Others)	Diminishing ( Post	Cadre Vacant Post (Regular)	Vacant Post (Others)	ls Aareed	View Detail	Edit
BCA/BCO TOTAL	2	0	2	0	0	0	0			
ddotaa1-Sushil Kumari-Accounts Office	er 2	0	2	0	0	0	0	No	View	Edit
BEFORE FINALISING IF YOU WANT GIVEN BELOW:	TO ENSURE THA	T YOUR DDOs AG	REE WITH THE ABO	VE WORKSTR	RENGTH THEN Y	OU CAN ENTER THE	LAST DATE OF I	RAISING	BJECTION	IAS
Enter the last date for raising objection	by your DDOs:		20/05/2	014	S	Set Date				
				51142						
		[Note:If y	ou cannot read info in	image above,	, reload page to g	et another one.]				
			Enter the code show	ii above.						
		Finalise	View	Staff Strengt	h Report					
*Sanction Post (Regular)	Those posts which Recruitment Boar	h have been sanctio d etc.	ned by the Governmer	nt and are to b	e filled up on reg	ular basis through norm	al means of recru	itment e.g.	through HP	SC, HSSC, Police
*Sanction Post (Others)	Those posts which	h have been sancito	ned by Goverment wit	h specific dire	ction that the pos	t should be filled up on	contractual basis.			
Note:	If any sanctioned should be shown	post (regular) has be vacant and not inclu	een filled up by adoptin ded under working stro	ng outsourcing ength of such	policy of the Go post.	vernment i.e. on tempor	ary basis till regul	ar recruitm	ent is done,	then such post
	In case of santion	ed post (other), if sa	me has been filled up	by taking cont	tractual person, it	should be reflected in v	vorking strength.			
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