

From

Financial Commissioner and Principal Secretary  
to Government Haryana, Finance Department, Haryana, Chandigarh

To

1. All the Heads of Department, the Commissioners Ambala, Hisar, Rohtak & Gurgaon Divisions.
2. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Memo No. 14/91/2011-5FA

Dated Chandigarh, the 28-05-2012

**Subject:- Withdrawal of salary in cases where PRAN is not allotted.**

E-Salary system has been made fully functional w.e.f. 01-04-2012 and it is compulsory for all DDOs to submit salary bills in respect of all employees through this system only. However this has come to notice that some DDOs are submitting salary bills in respect of some of their employees through old procedure only by giving reason that PRAN of these employees is not yet allotted. For this NSDL has confirmed that there isn't any pendency of PRAN allotment other than that received during last 20-30 days and PRAN is allotted and dispatched within a period of 20-25 days from the date of receipt of the application. Non deduction of NPS contribution by quoting the reason that PRAN is not available is a serious matter. So it has been decided that in cases of non availability of PRAN manual salary bills will be accepted only subject to following:-

(i) DDO will enclose a list with following details with such salary bill:-

Sr No.	Name of employee	Date of Birth	Date of Joining	Date of submitting PRAN application	Treasury/ Sub Treasury where application was submitted	Unique code for payee (UCP)

- (ii) DDO will give a certificate that he has personally verified from the "Know your PRAN No." facility available on e-salary website that PRAN of the employees as in the list is not available.
- (iii) DDO will give a certificate that he has verified from the concerned Treasury/ sub treasury where application was submitted, that the PRAN applications of these employees has not been received back due to rejection and in case it has been received back then corrected PRAN application has already been submitted on the date as in the list enclosed. DDO will also give a certificate that the fact of submission of such manual bill and reasons there of has been brought to the knowledge of Head of Department.
- (iv) When such a bill is submitted, then on the basis of details in the list the treasury office will again verify the allotment/ non allotment of the PRAN to each of the employees in the list (In case of sub treasury the officer will get necessary information from concerned treasury). In case any employee has already been allotted PRAN then bill will be rejected and detail of PRAN will be conveyed to the DDO by mentioning the same on the bill. Such a bill will be required to be resubmitted after including such names and e-salary bill will be submitted in respect of the employees whose PRAN is so conveyed by treasury office.

- (v) The process as in steps (i), (ii) and (iii) will be followed while resubmitting the manual bill and TO will again follow the process as per step (iv) above.
- (vi) In cases where a bill is rejected by treasury office due to the fact that PRAN was already allotted to an employee but DDO had given wrong certificate, the concerned head of department of such DDO will call for an explanation of the DDO for furnishing wrong information to the treasury.
- (vii) In cases where manual salary bill is to be passed by the treasury, the same will be done through normal EPS and consolidated EPS will not be used. Further, the concerned treasury officer will immediately take up matter with NSDL so that PRAN is allotted to these employees at the earliest. In case of sub treasury necessary details will be sent immediately to the concerned treasury officer for such action. A copy of the list will also be sent to AO(NPS) in the office of Director, Treasuries and Accounts Department, Haryana, Chandigarh for information.

The above instructions may be brought to the knowledge of all DDOs under your control for strict compliance.



Joint Secretary, Finance  
for Financial Commissioner and Principal Secretary  
to Govt. Haryana, Finance Department

Endst No 14/91/2011-5FA

Dated Chandigarh, the 28-05-2012

A copy each is forwarded to all the Financial Commissioners and Principal Secretaries / Commissioners & Secretaries to Government Haryana for information & necessary action.



Joint Secretary, Finance  
for Financial Commissioner and Principal Secretary  
to Govt. Haryana, Finance Department.

Endst No 14/91/2011-5FA

Dated Chandigarh, the 28-05-2012

A copy of above is forwarded to the following for information & necessary action.

1. Director, Treasuries & Accounts Department, Haryana, Chandigarh
2. Accounts Officer (NPS), Treasuries & Accounts Department, Haryana, Chandigarh.



Joint Secretary, Finance  
for Financial Commissioner and Principal Secretary  
to Govt. Haryana, Finance Department

Endst No 14/91/2011-5FA

Dated Chandigarh, the 28-05-2012

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



Joint Secretary, Finance  
for Financial Commissioner and Principal Secretary  
to Govt. Haryana, Finance Department