

**IMPORTANT**

From

Additional Chief Secretary to Government Haryana,  
Finance Department

To

1. All Head of the Departments in Haryana.  
(Panchkula and Chandigarh)
2. Deputy Commissioners, Panchkula and Sub Divisional Officer (Civil)  
Panchkula Haryana.

**Memo No.10/52/2020-2FICW**

**Dated: 10.12.2020**

**Subject:- Regarding Digitalization of the receipt of License Fee of Chandigarh (UT).**

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Please refer to subject cited above.

Office of Assistant Controller (Finance & Account) Rents Chandigarh (UT) has requested Govt. of Haryana to direct DDOs of various Department of Chandigarh & Panchkula to send the payment of License Fee against the Government accommodation (General Pool) allotted to the officers/officials of Haryana Government through direct online transfer in their current account No. 36319771738 with IFSC code SBIN0008719 SWIFT instead of sending through cheques/DD/Cash.

Necessary modification has been carried out in IFMS (e-Billing) by NIC Haryana to implement this proposal. In this regard, a pilot was also conducted with some DDOs of Chandigarh & Panchkula Treasuries. After successful testing, Government has now decided to implement digitization of License Fee Chandigarh (UT) for all the DDOs of Chandigarh and Panchkula Treasuries whose employees are paying UT License Fee. Henceforth, License Fee of Chandigarh (UT) will not be shown in DDO BT in e-billing module and no draft is required to be sent to office of Rent Controller Chandigarh. After detailed deliberations, following process flow for Digitization of the receipt of License Fee has been finalised:-

1. A unique code (UCP) - **RL0LQD** has been generated for UT license fee having account no and IFSC code as intimated by Rent Controller Chandigarh. This UCP has been registered with all the DDOs of Chandigarh & Panchkula whose employees are paying UT License Fee.
2. Concerned DDO is required to send a copy of schedule (License Fee Central) to Rent Controller Chandigarh (UT) via e-mail "ddorent-chd@ric.in" for reconciliation purposes. A string of "DDO code and LFUT" (for example-0542LFUT) will be sent by IFMS into the designated account of Rent Controller Chandigarh for this purpose.
3. A new report titled 'License fee report for Chandigarh' has also been provided in reports menu of 'maker' in e-Billing system for ready reference of DDO.

These instructions can be downloaded from the Finance Department website [www.finhry.gov.in](http://www.finhry.gov.in) as well as website of Treasuries & Accounts Department [www.hrtreasuries.gov.in](http://www.hrtreasuries.gov.in).

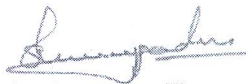


Under Secretary Finance  
for Additional Chief Secretary to Government Haryana  
Finance Department

**Enst. No. 10/52/2020-2FICW/24916**

**Dated: 10.12.2020**

A copy is forwarded to all the Additional Chief Secretaries/Principal Secretaries to the Government of Haryana for information and necessary action.



Under Secretary Finance  
for Additional Chief Secretary to Government Haryana  
Finance Department *Tan*

To

All the Additional Chief Secretaries/Principal Secretaries  
to the Government of Haryana.

**Enst. No. 10/52/2020-2FICW/24916**

**Dated: 10.12.2020**

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



Under Secretary Finance  
for Additional Chief Secretary to Government Haryana  
Finance Department *Tan*

**Enst. No. 10/52/2020-2FICW/24916**

**Dated: 10.12.2020**

A Copy is forwarded to Treasury Officers, Chandigarh and Panchkula, Haryana for information and necessary action.



Under Secretary Finance  
for Additional Chief Secretary to Government Haryana  
Finance Department *Tan*

**Enst. No. 10/52/2020-2FICW/24916**

**Dated: 10.12.2020**

A Copy is forwarded to In-charge, Computer Cell of Finance Department for information and necessary action. He is also requested to upload the instructions on the website of Finance Department, Haryana.



Under Secretary Finance  
for Additional Chief Secretary to Government Haryana  
Finance Department *Tan*

**Enst. No. 10/52/2020-2FICW/24916**

**Dated: 10.12.2020**

A Copy is forwarded to O/o Assistant Controller (Finance & Accounts) Rents, Chandigarh Administration w.r.t his letter No. SO(E)/E-II/2019/1386-1387 dated 09.08.2019 for information and necessary action.



Under Secretary Finance  
for Additional Chief Secretary to Government Haryana  
Finance Department *Tan*