

IMPORTANT

No. 28/12/2014-1B&C (T&A)

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All Head of the Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners Ambala, Hisar, Gurugram, Faridabad, Karnal and Rohtak Division.
4. All the Deputy Commissioners and Sub Divisional Office (Civil) in Haryana State.

Dated, Chandigarh, the 8th June, 2022.

Subject: - Implementation of 'Create New Post' module in e-Post sanctioning system.

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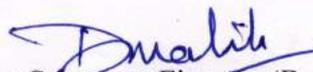
I am directed to bring your kind notice towards Finance Department instruction No. 28/12/2014-1B&C dated 23.05.2014 vide which e-Post Sanctioning system was introduced in the State as a part of Integrated Finance and Human Resources Management System (IF&HRMS). As a part of various defined steps in the instruction, data related to working strength of each and every post existing in various offices was entered and the same was "freezed" by Finance Department. However, due to operational issues, module related to creation of a new post, shifting of a post from one office to another office in a Department, etc was not fully implemented.

2. Now, Hon'ble Chief Minister, Haryana has reviewed the above position and has desired to implement e-Post sanctioning system in toto w.e.f. 15.06.2022. Accordingly, to further streamline the process to sanction new posts in various Department's/Boards/Corporations, an e-Post module has been developed with following steps:-

- (i) In this module, there are two level of users i.e. at Finance Department Level and at respective Department Level, each having a defined role.
- (ii) To initiate the process, the respective Department level user will fill in the details online on the portal <https://bamsharyana.nic.in/>, while initiating the physical file for the proposal of creation of new post.
- (iii) A unique e-Post token number will be generated in the software that shall be mentioned by the department on the physical file.
- (iv) Thereafter, the department proposal (on physical file) will be examined by the Finance Department, who will specifically mark the e-Post token number on the file before sending the same to the Chief Minister for consideration. It has specifically been directed that no proposal will be entertained for creation of posts unless the specific e-Post reference number is mentioned in the proposal submitted for approval.
- (v) On the approval of the said proposal, Finance Department shall update the details corresponding to the request sent by the department on the portal before sending physical file back to the department. The e-Post system will automatically update the sanctioned strength as per FD approval.

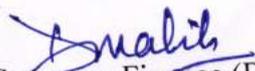
3. An user manual alongwith Standard Operating Procedure (SOP) has also been enclosed with this instruction for ready reference of Users.

4. These instructions can be downloaded from the Finance Department website www.finhry.gov.in as well as website of Treasuries & Accounts Department i.e. www.hrtreasuries.gov.in.



Under Secretary Finance (Budget)
for Additional Chief Secretary to Government 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.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department *d*

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

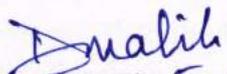
U.O. No. 28/12/2012-1B&C (T&A)

Date Chandigarh, the 8th June, 2022.

Endst No. 28/12/2012-1B&C (T&A)

Date Chandigarh, the 8th June, 2022.

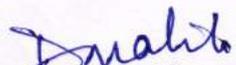
A copy is forwarded to State Informatics Officer (SIO) Haryana for information & necessary action and enabling the system accordingly.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department. *d*

Endst No. 28/12/2012-1B&C (T&A)

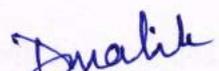
Date Chandigarh, the 8th June, 2022.

A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department *d*
Date Chandigarh, the 8th June, 2022.

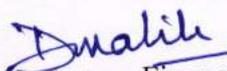
Endst No. 28/12/2012-1B&C (T&A)

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for information and necessary action.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department *d*
Date Chandigarh, the 8th June, 2022.

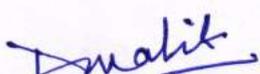
Endst No. 28/12/2012-1B&C (T&A)

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


Under Secretary Finance (Budget)
Additional Chief Secretary to Government Haryana
Finance Department. *d*
Date Chandigarh, the 8th June, 2022.

Endst No. 28/12/2012-1B&C (T&A)

A copy is forwarded to In-Charge, Computer Cell (F.D.) to upload the said instructions on the website www.finhry.gov.in of Finance Department


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department *d*

Steps for Creation of New Post

Steps to be followed by Department's ECA user:

1. To submit request for creation of new post(s), department needs to login with ECA user on <https://bamsharyana.nic.in/> portal.
2. Add request for requisite number of new posts by selecting DDO, Office and Post name.
3. Add physical File Number while generating the request.
4. After verifying the details, forward the request either to AD or FD.
5. A unique eToken number will be generated for request. Kindly note this eToken number on your physical file.

Steps to be followed by Department's AD user:

1. To view/edit request for creation of new post(s), department needs to login with AD user on <http://hrmshry.nic.in> portal. Select ACS User/Report Admin as user type.
 - a. If AD user is not available with department, a request may be sent over email to yashpal@nic.in and v.bansal@nic.in for creation of same.
 - b. In case of any missing department(s) under AD login, kindly contact concerned department's HRMS department admin user to update ACS.
2. Department can add/update the posts to be created before forwarding.
3. Forward the request either to FD for final approval or back to department for re-verification.

Steps to be followed by Finance Department (FD):

1. To approve the request for creation of new post(s), finance department needs to login with FD user on <https://bamsharyana.nic.in/> portal.
2. Department can edit the number of posts to be approved before final approval.
3. Submit to approve new posts.

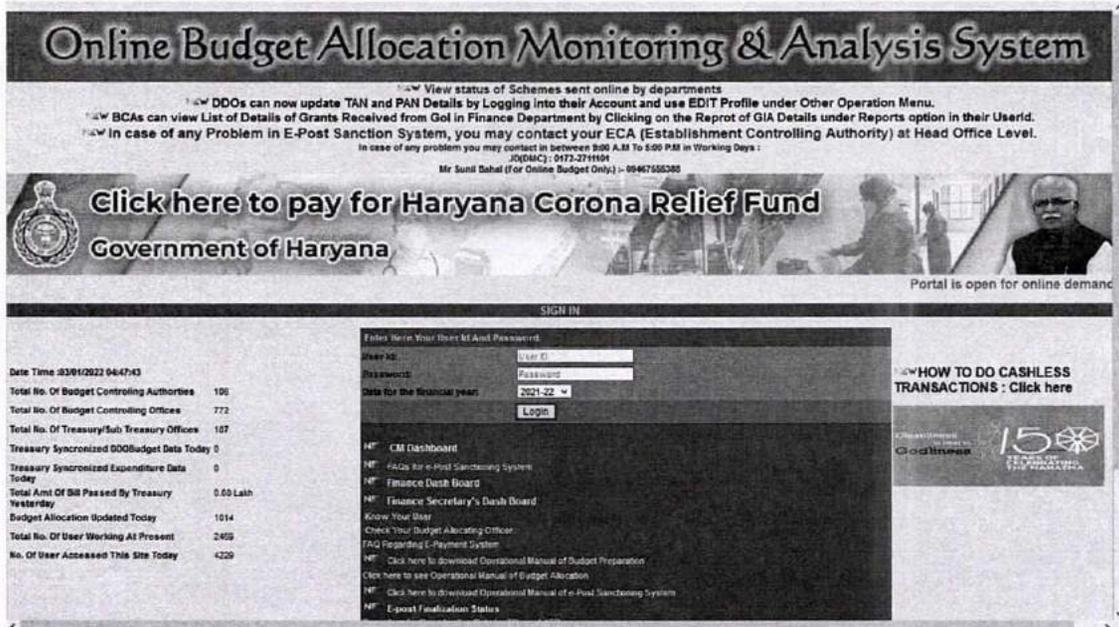
Note:

- a. Any stakeholder can check the status of approval request and file movement on the <https://bamsharyana.nic.in/> or <http://hrmshry.nic.in> portal.
- b. Detailed User Manual can also be downloaded from <https://bamsharyana.nic.in/> or <http://hrmshry.nic.in> portal.

User Manual for Creation of New Post

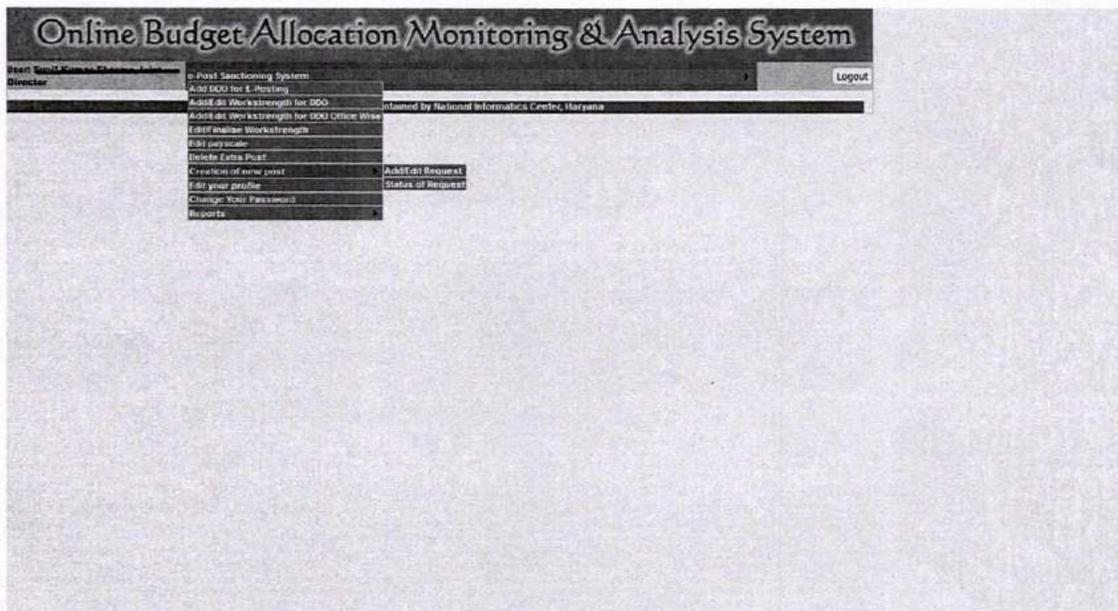
Steps to be followed by Department ECA User

1. Login with ECA user on <https://bamsharyana.nic.in/> portal. (Figure 1)



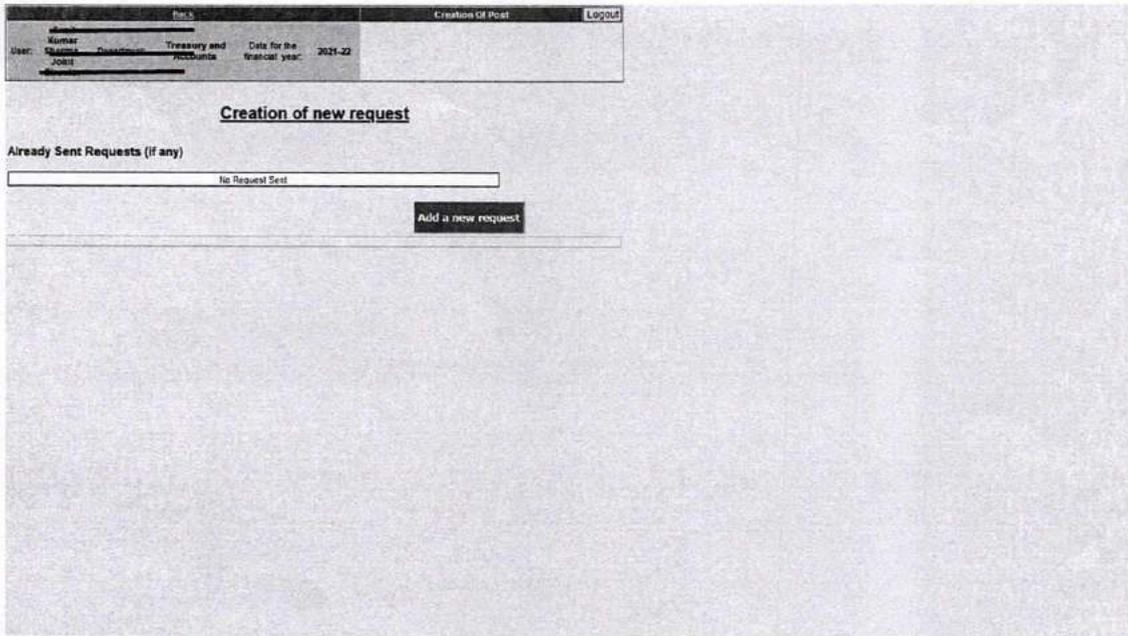
(Figure 1)

2. Go to sub menu Add/Edit Request under menu Creation of new post. (Figure 2)



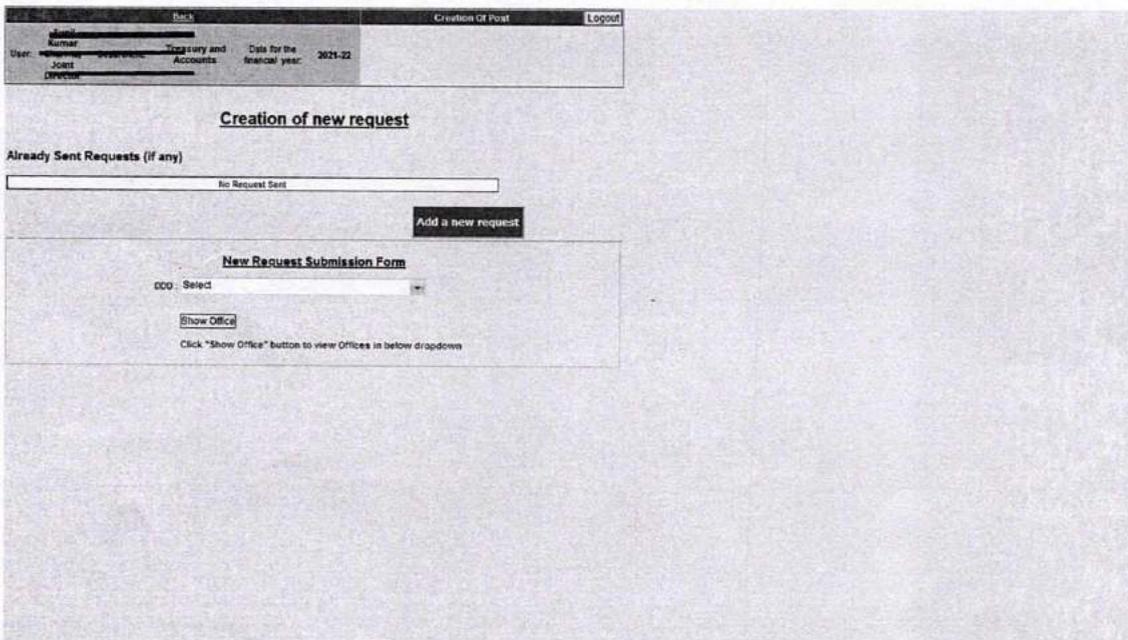
(Figure 2)

3. To add new request, click on 'Add a new request' button. (Figure 3)



(Figure 3)

4. Select the DDO and click on show office button. (Figure 4)



(Figure 4)

5. Further, select office name and post name and click on "Show Detail" button. (Figure 5)

(Figure 5)

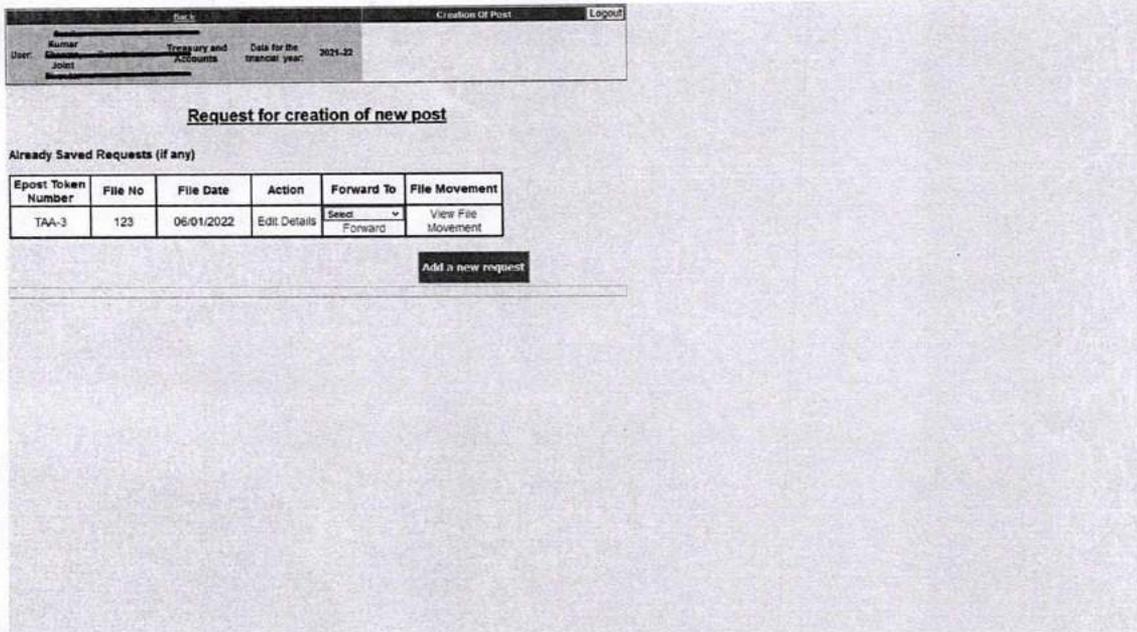
6. Enter "Total Post Request" for each office, file number (same as on physical file), file date and click "Save as Draft" button. (Figure 6)

Office Name	Post Name	Total section post (Regular-Current)	Total Post Request	Total Post	
Treasuries and Accounts, Head Quarter (Town - CHANDIGARH), DDO - DGTA	Project Manager (37400-67000-6700GP - Group-A)	0	1	1	Delete

(Figure 6)

7. (Optional) Request for creation of new post will be saved successfully. User can view/edit the details, if required, by clicking the "Edit Details" button.

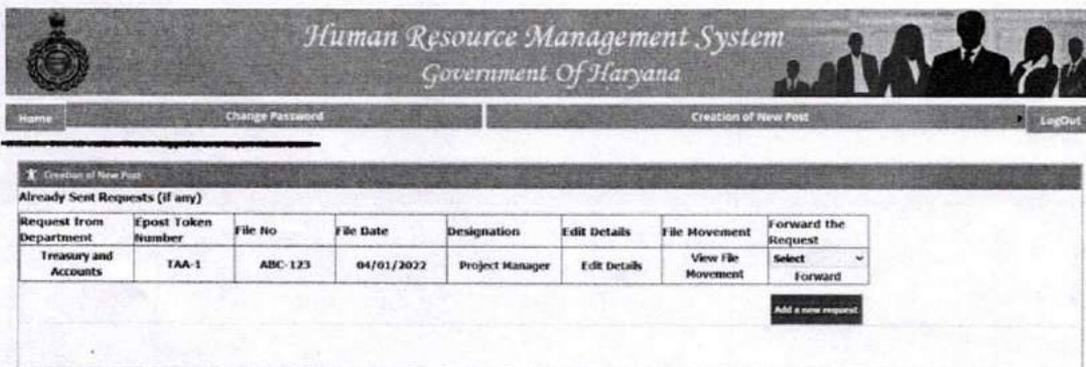
8. User can forward the request to the respective AD and FD branch by clicking the "Forward" button. (Figure 7)



(Figure 7)

Steps to be followed by Department AD User

1. Login with AD user on <http://hrmshry.nic.in> portal.
2. Click on "Creation of New Post" link from the menu. A list of all the request pending at AD level will be shown. (Figure 8)

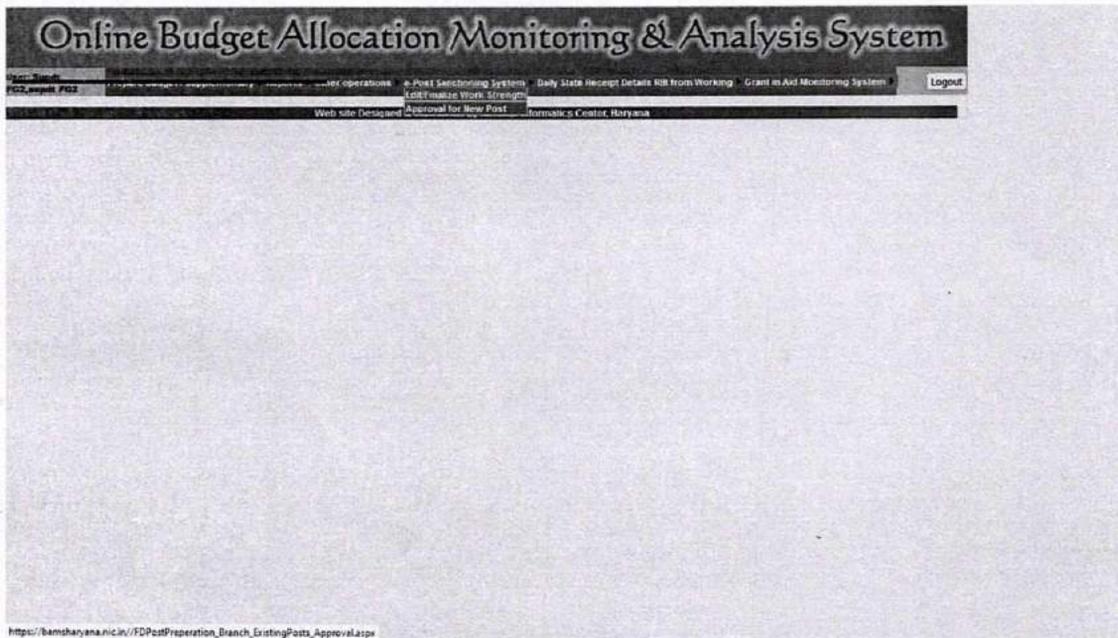


(Figure 8)

3. User can edit the details by clicking "Edit Details" link, can view file movement details by clicking "View File Movement" link.
4. To forward post request either back to department for reverification or to FD for approval, click on "Forward" link.
5. To create a new request, click on "Add a new request" button. A form similar to ECA user will be shown for request submission.

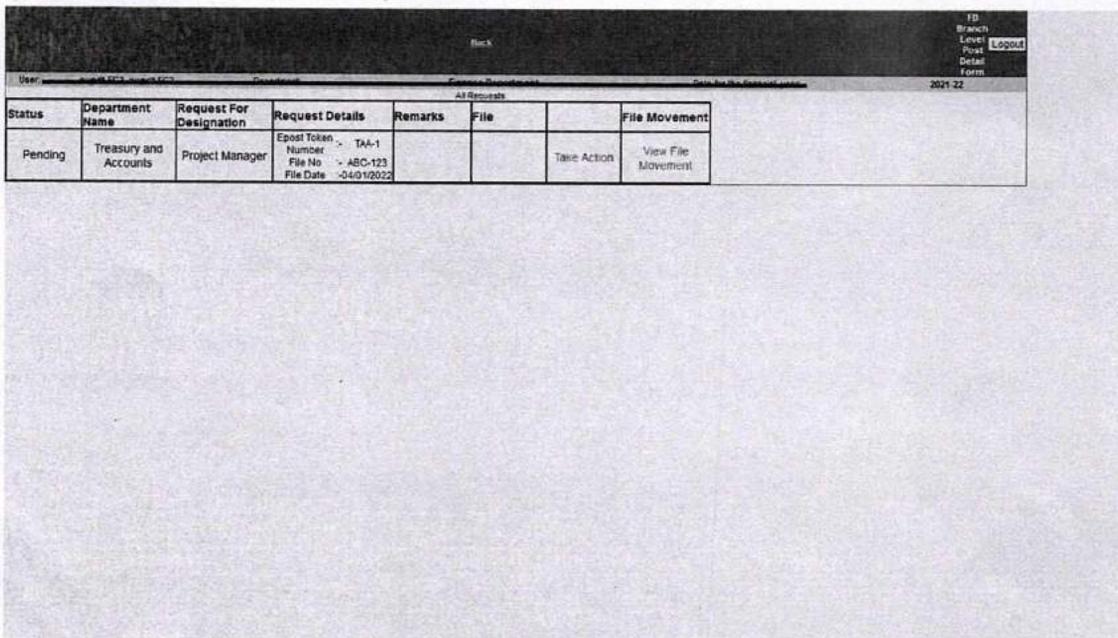
Steps to be followed by FD User

1. Login with FD user on <https://bamsharyana.nic.in/> portal.
2. Go to e-Post Sanctioning System > Approval for new post submenu. (Figure 9)



(Figure 9)

3. A list of all the pending request for approval will be shown.
4. Click on "Take Action" button to view request details for approval. (Figure 10)



Status	Department Name	Request For Designation	Request Details	Remarks	File	File Movement
Pending	Treasury and Accounts	Project Manager	Epost Token Number - TAA-1 File No - ABC-123 File Date -04/01/2022			Take Action View File Movement

(Figure 10)

5. Enter "Approved Requested Post" in the grid and Approval Order Number, Approval Order Date, Remarks fields. Further, upload the final Approval file. (Figure 11)

The screenshot shows a web application interface for creating a new post. The header includes the user name 'suptt FG2, suptt FG2', the department 'Finance Department', and the financial year '2021-22'. Below the header is a table with columns: Status, Department Name, Request For Designation, Request Details, Remarks, File, and File Movement. A row is shown with Status 'Pending', Department Name 'Treasury and Accounts', Request For Designation 'Project Manager', Request Details 'Epost Token Number - TAA-1, File No - ABC-123, File Date - 04/01/2022', Remarks, File, and File Movement 'View File Movement'. Below the table, there is a section for 'You have selected Department - Treasury and Accounts' with fields for 'File No' (ABC-123) and 'File Date' (04 Jan 2022). A table shows 'Post Name' (Project Manager), 'Pay Scale' (27400-67000-6700GP), 'Sanction Post (Regular)' (0), 'New Sanction Post (Requested)' (1), and 'Approved Requested Post' (0). Below this is a form with fields for 'Approval Order No', 'Approval Order Date', 'Remarks', and 'Upload File'. The 'Upload File' section shows 'Browse...' and 'No file selected'. There are 'Save as Draft' and 'Final Save' buttons at the bottom.

(Figure 11)

6. Click on "Final Save" button to approve the posts. Approved posts will then be reflected at Department Level.

Note: To view the status of creation of new posts, a report is available under sub menu "Status of Request" under menu Creation of new post. (Figure 12)

The screenshot shows a web application interface for viewing the status of request. The header includes the user name 'Sund Kumar Sharma, Joms', the department 'Treasury and Accounts', and the financial year '2021-22'. Below the header is a table with columns: Status, Epost Token Number, Requested Department Name, Request Details, Approval Details, File, View Post Details, and File Movement. The table contains three rows:

Status	Epost Token Number	Requested Department Name	Request Details	Approval Details	File	View Post Details	File Movement
Approved	TAA-1	Treasury and Accounts	File No :- 123-as File Date -06/01/2022	Approval Order No-123 Approval Order Date - 06/01/2022 Approval Remarks -test		View Details	View File Movement
Pending Pending At PD Pending From Date 06/01/2022	TAA-2	Treasury and Accounts	File No :- 222-test File Date -06/01/2022			View Details	View File Movement
Pending Pending At Department Pending From Date 06/01/2022	TAA-3	Treasury and Accounts	File No :- 123 File Date -06/01/2022			View Details	View File Movement

(Figure 12)

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