

GOVERNMENT OF HARYANA
OFFICE OF DIRECTOR, TREASURIES & ACCOUNTS
DEPARTMENT, HARYANA
(DATA MANAGEMENT CELL/DMC)
1st Floor, 30-Bays Building, Sector-17C, Chandigarh-160017 (U.T.).
Phone Number:-0172-2991025.
e-mail:-treasuries@hry.nic.in, website:-hrtreasuries.gov.in

To

1. All HODs in the State of Haryana.
2. All Treasury Officers in the State of Haryana.

Memo No.: TA-HR(DMC)/DEO-VIII/2026/1848-49

Dated: 07-01-2026

Subject:- Regarding Documents to be Attached with Applications for Change in UCP by DDO on account of failed transactions under e-Kuber payment system.

With reference to the above mentioned subject.

1. Govt. vide Memo No. 28/33/2022-5B&C (T&A) dated 07.04.2025 has introduced e-Kuber system of RBI in the State. A Standard Operating Procedure (SOP) was also issued vide this letter. Para 6.4 of the SOP deals with the accounting of failed transactions.
2. Many references have been received from various offices to make provisions for change/replacement of UCP due to failed transaction on account of death of a pensioner and payment to a wrong beneficiary due to similar name (but transaction failed due to closure of account).
3. After due consideration of the matter under e-Kuber, a module has been made in the e-billing and e-pension system where a DDO shall submit a request for change in UCP for a particular payment file (as per para 2 above) which will be verified by the concerned Treasury Officer. After verification, the request will be sent to the DMC & PDC branch of the Treasuries and Accounts Department (as the case may be) for approval after due examination. DDOs are requested to adhere to the prescribed timelines as per SOP for such exercise.
4. Following documents are required to be enclosed while submitting such request in e-billing/e-pension module:-

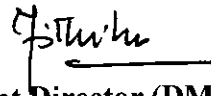
(A) **In case of Payee other than Pensioner(as per para (2) :-**

- i) Copy of EPS
- ii) Copy of Cancelled cheque/Bank Passbook (if available)
- iii) Written request from DDO to Treasury Officer concerned by mentioning a clear undertaking or statement that no amount has been paid to the wrong UCP Code/payee/person so far and correct UCP is required to be incorporated as per Rule applicable.

(B) **In case of a pensioner, following documents are required to be attached:-**

- i) Copy of PPO/A.G. Authority
- ii) Copy of EPS
- iii) Death certificate (if the pensioner has expired and payment has been processed in his UCP)
- iv) Proof of new payee (in case of spouse/LTA)
- v) Copy of Legal Heir Certificate (Whenever applicable)
- vi) Application from DDO/ Treasury Officer concerned (whichever is applicable) by mentioning a clear undertaking or statement that no amount has been paid to the wrong UCP Code/payee/person so far and correct UCP is required to be incorporated as per Rule applicable.

This issues with approval of the Competent Authority.



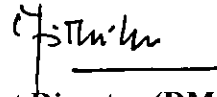
**Joint Director (DMC)
for Director General, Treasuries and Accounts
Department, Haryana**

Endst. No.: Memo No.: TA-HR(DMC)/DEO-VIII/2026/1851-52

Dated: 07-01-2026

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

1. Joint Direction (Admin) Treasury and Accounts Department
2. Joint Direction (PDC) Treasury and Accounts Department




**Joint Director (DMC)
for Director General, Treasuries and Accounts
Department, Haryana**

Endst. No.: Memo No.: TA-HR(DMC)/DEO-VIII/2026/1853

Dated: 07-01-2026

A copy of above is forwarded to Sh. Sunil Bahal, Programmer, for uploading this letter on the Department website under "treasury related instructions".



**Joint Director (DMC)
for Director General, Treasuries and Accounts
Department, Haryana**