

**GOVERNMENT OF HARYANA**  
**OFFICE OF DIRECTOR GENERAL, TREASURIES & ACCOUNTS**  
**DEPARTMENT, HARYANA**  
**1<sup>st</sup>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 be substituted bearing same No. & date)

To

Commissioner & Secretary to Government Haryana,  
Human Resources Department-I

**Memo No: TA-HR (DMC)/SO-III/DEO-IV/2026/2154**

**Dated:- 18.02.2026**

**Subject: - Issues relating to OTP generations and employee's data on security of Service portal.**

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Please refer to your office instruction No. 6/74/2025-5HR-I dated 13.02.2026 issued to all Administrative Secretary/Head of Departments on the subject cited above.

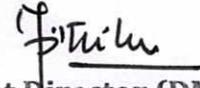
In this regard, I am directed to convey you that the matter regarding directions issued for Treasuries and Accounts Department vide letter under reference has been examined. Following Comments/advice are submitted for further necessary action at your end: -

Sr. No.	HRD letter dated 13.02.2026	Comments of Treasuries and Accounts Dept.
ii)	<p><b><u>Certification by concerned Authority:</u></b></p> <p>In such cases, it shall be mandatory for the concerned authority (Administrative Secretary /HOD/DDO) to issue a formal letter certifying that:</p> <ol style="list-style-type: none"> <li>1. The concerned individual is a genuine contractual employee working in his/her office, along with complete service details.</li> <li>2. He/She was appointed/engaged through contractual mode.</li> <li>3. The remuneration/salary has been paid under a Head other than the Contractual Head of Account, and the Department shall ensure that remuneration/salary will be paid from the appropriate contractual head of account in future.</li> </ol> <p><u>NO application shall be processed by the HKRNL and Treasuries and Accounts Department without receipt of the above certification letter. Upon receipt of such duly verified communication from the Administrative Secretary/HOD/DDO, the HKRNL and Treasuries and Accounts</u></p>	<p>In this regard, it is conveyed that HRD has developed a Haryana Contractual Employee (Security of Service) Portal in coordination with HKCL agency. On the request of HRD, NIC (ebilling) was allowed to share the data of contractual employee including mobile no. (excluding aadhar) in a prescribed format as provided by HRD. As per communication received from Ms Sonal Gaur, Programmer, data of those contractual employee whose salary is being disbursed through object code '69 - Contractual and 01 - Salary (for those contractual employee whose salary also includes DA) was shared for about 32,000 employees. It was also learnt that the contractual employee whose salary is being disbursed from Object Code -33 (Professional Service) was not shared on the verbal direction of HRD.</p> <p>Thereafter, many complaints of non-receiving of OTP are being received. It was examined that many DDOs/Offices are drawing remuneration of many contractual employees from different Object Codes like honorarium (87), 02-Wages etc as per their convenience against the Govt.</p>

<p><u>Department shall initiate necessary action and forward the verified data to HKCL for enabling the OTP process.</u></p>	<p>instructions.</p> <p>Now HRD has issued the instant letter dated 13.02.2026 wherein it has been directed to all HODs/Administrative Secretaries to submit an undertaking as per Para 2(ii) of the letter under reference to Treasuries and Accounts Department who will examine and forward data related to such employees to HKRN.</p> <p><b><u>In this regard it is further conveyed that it is not the duty of Treasuries and Accounts Department to examine such cases received from various DDOs/Department</u></b> and to convey data of such employees to HKCL on this basis since this department is only custodian of data. Administrative issues like Eligibility criteria for job security portal is to be looked after by HRD and the Department concerned. In fact, Treasuries and Accounts has no <i>locus standi</i> in this regard as both policy and portal belongs to HRD. Treasuries and Accounts Department is responsible only to provide Data of such employees to HKCL for which advice of HRD is issued specifically on case to case basis.</p> <p>Hence, you are requested to re-examine the matter and issue necessary clarification accordingly. Treasuries and Accounts will share the data of such contractual employee only on the basis of advice of HRD department to avoid any litigation in due course of time.</p>
<p>iii) <b><u>Portal Issues:-</u></b></p> <p>i) In certain cases, Departments/District Offices/Posts/DDO's are not appearing in the drop-down menu of the Security of Service Portal. Such discrepancies must be immediately brought to the notice of the concerned authorities for rectification/addition in Security of Service Portal.</p> <p>ii) It is reiterated that the responsibility for managing data of Part - I and Part - II employees of the Government of Haryana rests solely with two departments namely the Haryana Kaushal Rozgar Nigam Limited (HRKNL) and the Treasuries and Accounts Department. Accordingly, the Treasuries and Accounts Department shall be responsible for</p>	<p>Vide para (iii) it has been conveyed that Treasuring and Accounts Department is responsible for providing and maintaining the data of Part - II contractual employee duly verified through the concerned DDO via official letter and also issued direction to transmit such data to HKCL.</p> <p><b><u>In this regard, it is submitted that as per the report of NIC we do not maintain data of Part-I and Part- II contractual manpower separately in e-billing system. Hence, such exclusive information cannot be shared with HKCL or HRD at this stage.</u></b> Further Treasuries and Accounts Department cannot take onus of candidature of any eligible contractual employee or any dispute arrised on account of sending data of any contractual employee.</p>

<p>providing and maintaining the Part - II employee data, duly verified through the concerned official letter. The verified data shall be transmitted to the Haryana Knowledge Corporation Limited (HKCL) to ensure the smooth and secure functioning of the Security of Service Portal.</p> <p>iii) HKRNL shall also ensure timely sharing of real time Part- I employee data with HKCL for prompt integration into the Security of Service Portal to facilitate its uninterrupted operation. All concerned are requested to ensure strict compliance with these instructions and to take necessary action in a time bound manner. These instructions may be circulated all subordinate offices for immediate implementation.</p>	<p>It is the responsibility of the concerned Drawing and Disbursing Officer/Offices to convey regarding Part-I and Part- II contractual employees to HRD who will further convey to Treasuries and Accounts Department regarding sharing of data of such contractual employees with HKCL as per the policy.</p> <p>Hence in view of the above you are requested re-examine this direction and issue suitable direction.</p> <p>It is further conveyed that if HRD desires to maintain data of any contractual employee as part-I and II separately in IFMS data base then an exercise will be required to be carried out by all DDOs of the State after modifying the relevant module of e-Billing system which shall take considerable time.</p>
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This issue with the approval of Competent Authority.



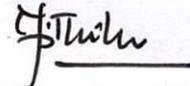
**Joint Director (DMC)**  
for Director General, Treasuries & Accounts  
Department, Haryana, Chandigarh.

**Endst. No. TA-HR(DMC)/SO-III/DEO-IV/2026/2155-56**

**Dated:- 18.02.2026**

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

- i) Sh. Jagdish Lal Mehendiratta, Director (IT), NIC.
- ii) Smt. Sonal Gaur, Programmer, Treasuries and Accounts Department, Haryana.



**Joint Director (DMC)**  
for Director General, Treasuries & Accounts  
Department, Haryana, Chandigarh.