

Memo No: 2/19/2026-1B&C (T&A)

From

Additional Chief Secretary to Government Haryana,  
Finance Department, Chandigarh.

To

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

Dated, Chandigarh the, 12<sup>th</sup> May 2026

**Subject: - Issues relating to OTP Generation and Employees Data on Security of Service Portal.**

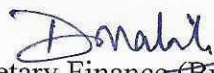
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With reference to the Government Instructions Memo No. 14/91/2011-5FA, dated 30-11-2012 relating to the payment of contractual service, professional service, part time-workers etc.

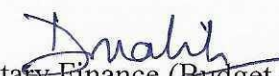
It has come to the notice of Government that Departments are not adhering to the Govt. Instructions while disbursing monthly remuneration of Contractual employees due to which they are not receiving OTP on Job Security Portal of Human Resources Department.

The matter has been examined and it has been decided with the approval of Hon'ble Chief Minister Haryana that the monthly remuneration of Contractual employees is required to be disbursed through Object Code – 69 (Contractual Only) instead of any other object code and of Adhoc employees through object code – 01 (wherever applicable). Accordingly, all departments are requested to make budgetary provision accordingly by taking appropriate action. Other provisions of the above-mentioned reference letter shall remain same.

These instructions may please be brought to the notice of all the concerned for strict compliance. These instructions can also be downloaded from the Finance Department website [www.finhry.gov.in](http://www.finhry.gov.in) as well as website of Treasuries & Accounts Department i.e. [www.hrtreasuries.gov.in](http://www.hrtreasuries.gov.in).

  
Deputy Secretary Finance (Budget & Committee)  
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.

  
Deputy Secretary Finance (Budget & Committee)  
for Additional Chief Secretary to Government Haryana  
Finance Department.

To

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

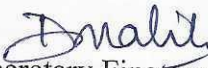
U.O. No. 2/19/2026-1B&C (T&A)

Date: 12<sup>th</sup> May 2026

Endst. No. 2/19/2026-1B&C (T&A)

Date: 12<sup>th</sup> May 2026

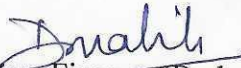
1. A copy is forwarded to the Principal Accountant General (A&E/Audit) Haryana Chandigarh for information and necessary action.

  
Deputy Secretary Finance (Budget & Committee)  
for Additional Chief Secretary to Government Haryana  
Finance Department.

Endst. No. 2/19/2026-1B&C (T&A)

Date: 12<sup>th</sup> May 2026


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

  
Deputy Secretary Finance (Budget & Committee)  
for Additional Chief Secretary to Government Haryana  
Finance Department.

Endst. No. 2/19/2026-1B&C

Date: 12<sup>th</sup> May 2026


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

  
Deputy Secretary Finance (Budget & Committee)  
for Additional Chief Secretary to Government Haryana  
Finance Department.

Endst. No. 2/19/2026-1B&C (T&A)

Date: 12<sup>th</sup> May 2026

4. A copy is forwarded to State Informatics Officer (SIO) Haryana with the request to restrict e-Billing portal regarding disbursement of monthly remuneration of contractual employee and adhoc employee from object code 69 & 01 only as per Finance Department instruction dated 30.11.2012.

  
Deputy Secretary Finance (Budget & Committee)  
for Additional Chief Secretary to Government Haryana  
Finance Department.

From

The Principal Secretary to, Government Haryana,  
Finance Department.

To

1. All The Heads of Department in Haryana.
2. The Registrar (General), Punjab & Haryana High Court, Chandigarh
3. All the Divisional Commissioner Ambala, Hisar, Rohtak & Gurgaon.
4. All the Deputy Commissioner and Sub Divisional Officer in Haryana.

Memo No. 14/91/2011- 5FA  
Dated Chandigarh, the 30-11-2012

Subject: - Payment of contractual service, professional services, part time workers etc.


E salary system was made fully functional w.e.f. 1-4-2012 and it is now compulsory for all DDO's to submit salary bills of all Govt. employees through this system only.

Now this system has been extended to draw monthly payments required to be made to following categories of persons also (relevant object code is specified in bracket):

- (i) Contractuals (69)
- (ii) Contractuals providing professional services (33)
- (iii) Part time workers (02)
- (iv) Contractuals with DA (01/03)
- (v) Monthly Ex-gratia payment to family of deceased employee (79)
- (vi) Guest lecturer (01)
- (vii) Apprentice (01).


So w.e.f. 15-12-2012 it will be compulsory to submit bills for persons of above category through e-salary system only. Treasuries will not be accepting any manual bills in relation to above.

The above instruction may be brought to the knowledge of all DDO's under your control for strict compliance. User manual for DDO's is available on the e-salary website.

  
Superintendent Finance Accounts,  
for Principal Secretary to Government Haryana,  
Finance Department. (M)  
Dated Chandigarh, the 30-11-2012


Endst. No. 14/91/2011- 5FA

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

  
Superintendent Finance Accounts,  
for Principal Secretary to Government Haryana,  
Finance Department. (M)  
Dated Chandigarh, the 30-11-2012

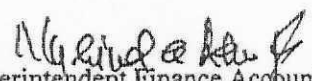
Endst. No. 14/91/2011- 5FA

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

  
Superintendent Finance Accounts,  
for Principal Secretary to Government Haryana,  
Finance Department. (M)  
Dated Chandigarh, the 30-11-2012


Endst. No. 14/91/2011- 5FA

A copy of the above is forwarded to all the Treasury Officers and Assistant Treasury Officers with direction that with effect from 15-12-2012 all bills of the above referred categories should be accepted through e-salary system only and no manual bills should be passed.

  
Superintendent Finance Accounts,  
for Principal Secretary to Government Haryana,  
Finance Department. (M)  
Dated Chandigarh, the 30-11-2012

Endst. No. 14/91/2011- 5FA

A copy of the above is forwarded to all the Special Secretary-cum-Director, Public Relation Department, Haryana, Chandigarh for information and necessary action.

  
Superintendent Finance Accounts,  
for Principal Secretary to Government Haryana,  
Finance Department. (M)