

GOVERNMENT OF HARYANA
OFFICE OF DIRECTOR GENERAL, 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 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.

Memo No: TA-HR(DMC)/SO/DEO-IV/2026/3852-55 **Dated:** 10/9/26.

Subject: - New module regarding creation/change of maker ID under BCA login in e-Billing System.

Your kind attention is brought towards this office letter dated 25.05.2026 vide which two factor authentication was introduced for login in e-Biling system by a "Checker" & "Maker". Further, it was also decided to allow only Group 'A' to Group 'C' officers/officials to be designated as "Checker" & "Maker".

2 Now, many requests are being received on daily basis in this office from various offices to allow contractual employee or other regular employee of same establishment to authorize as 'Maker' so that bills can be processed in e-Billing system.

3 The matter has been considered by the Competent Authority and with a view to streamline the process of mapping of employee with "Maker" User in e-Billing System, a new module "creation/change of maker ID" has been developed by NIC and made "live" on production for all Head of Department under BCA login in e-Billing System. The steps to be followed by the BCA login for allowing "Maker" User functionality under two factor authentication will be as follows: -

1. Under BCA Administration: -

select "Assign UCP code for maker credential"

2. Select Maker Type:

Under this menu user will select anyone radio button as below-

- **Contractual Employee of Present Establishment** – Select this option when a contractual employee is to be declared as "Maker" of the present establishment as per the order of Competent authority.
- **Regular Employee:** -Below this tab two options shall be displayed: -
 - (i) **Regular employee of same department:** -This option shall be selected when competent authority has declared an employee of same department as Maker.
 - (ii) **Regular employee of other Department in case of Additional Charge:** - Select this option when an employee of other Department (who has been given Addl. Charge) is to be declared as Maker by Competent Authority.

3. Select Employee / Office Details Based on Maker Type

- a. If **Contractual Employee of Present Establishment** is selected, the **Select Employee** dropdown will display the list of contractual employees of the present establishment. Select the required employee as Maker
- b. If **Regular Employee** is selected, select the **District Treasury, Sub Treasury, Department** from the respective dropdowns to identify the regular employee. Further enter DDO Code and UCP to validate the employee.

4. Verify Details

Verify all the details carefully, including the Maker Type and Employee/DDO code/UCP details before proceeding.

5. Save the Assignment

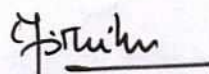
Click **Save** to complete the Maker assignment for the selected UCP Code.

Notes:-

- i. During the Maker login to e-Billing, an OTP will be sent to the mobile number mapped with the selected UCP Code for verification.
- ii. Checker and Maker shall not be assigned to a same employee.
- iii. HRMS/PRAN/GPF Data Pertaining a regular employee should be verified/updated.
- iv. Employees pertaining Group A, B and C shall be selected as "Maker".
- v. Contractual employee and employee under other DDO shall be selected in case there is no regular employee below a Checker
- vi. Order of competent Authority declaring a person as Maker shall be unloaded

In view of above, you are requested to direct concerned officer (BCA) under your jurisdiction to use the above module under e-Billing system to map an employee as "Maker" user after following all due procedure. From now onward no request shall be entertained by this office in this regard. A screen shot of steps to be followed is also being attached for your ready reference please.

This issue with the approval of Competent Authority.



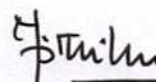
Joint Director (DMC)

for: Director General, Treasuries and Accounts
Department, Haryana, Chandigarh

Endst No.: TA-HR(DMC)/SO/DEO-IV/2026/ 3956

Dated: 10/9/26

A copy of the above is forwarded to Senior Director (IT), NIC Haryana with the request to flash the above instructions on e-Billing.



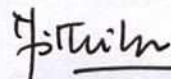
Joint Director (DMC)

for: Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

Endst No.: TA-HR(DMC)/SO/DEO-IV/2026/ 3957

Dated: 10/9/26.

A copy of the above is forwarded to Sh. Sunil Bahal, Programmer with the request to upload this instruction on the Department's website.



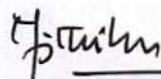
Joint Director (DMC)

for: Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

Endst. No. TA-HR(DMC)/SO/DEO-IV/2026/ 3958

Dated: 10/9/26

A copy of the above is forwarded to all Treasury Officer of the State with the direction to disseminate above information to all Drawing & Disbursing Officers under your jurisdiction (including of Sub-Treasuries).



Joint Director (DMC)

for: Director General, Treasuries and Accounts
Department, Haryana, Chandigarh

e-Billing Haryana

BCA Administration Dashboard

Welcome, **BCA**

 [Home](#) |  [Logout](#)

BCA Administration



[Change Of Block Year In LTC Bill](#)



[Assign UCP Code for Maker Credential](#)

Assign Maker to UCP Code

Select the maker type and assign the appropriate maker to the selected UCP Code.

Select User ID *

-- Select User --

Assign Maker to UCP Code

Select the maker type and assign the appropriate maker to the selected UCP Code.

Select User ID *

ddotaa1 - Devender Kumar Kaushik

Select Maker Type *

☐ Contractual Employee of present establishment

☐ Regular Employee

Assign Maker to UCP Code

Select the maker type and assign the appropriate maker to the selected UCP Code.

Select User ID *

ddotaa1 - Devender Kumar Kaushik

Select Maker Type *

☒ Contractual Employee of present establishment

☐ Regular Employee

Select Employee

-- Select Employee --

Save

Assign Maker to UCP Code

Select the maker type and assign the appropriate maker to the selected UCP Code.

Select User ID *

ddotaa1 - Devender Kumar Kaushik

Select Maker Type *

☐ Contractual Employee of present establishment

☒ Regular Employee

Select Regular Employee Type *

☐ Regular employee of same department

☒ Regular employee of other department in case of additional charge

Select Department *

Chief Secretariat Establishment. - CSE

Select District Treasury *

Chandigarh

Select Sub Treasury *

Chandigarh

Enter DDO Code *

0542

Enter UCP Code *

5B36TR

Order of Competent Authority for Maker *

Browse... 0001_compressed_11062026.pdf

Only PDF file is allowed. Maximum file size: 2 MB.

Save

Assign Maker to UCP Code

Select the maker type and assign the appropriate maker to the selected UCP Code.

Select User ID *

ddotaa1 - Devender Kumar Kaushik

Select Maker Type *

☒ Contractual Employee of present establishment

☐ Regular Employee

Select Employee

AARTI TIWARI-->6N013C

Save

17-18

Assign Maker to UCP Code

Select the maker type and assign the appropriate maker to the selected UCP Code.

Select User ID *

ddotaa1 - Devender Kumar Kaushik

Select Maker Type *

☐ Contractual Employee of present establishment ☒ Regular Employee

Select Regular Employee Type *

☐ Regular employee of same department ☐ Regular employee of other department in case of additional charge

Select Department *

Chief Secretariat Establishment - CSE

Select District Treasury *

Chandigarh

Select Sub Treasury *

Chandigarh

Enter DDO Code *

0542

Enter UCP Code *

5N0L00

Order of Competent Authority for Maker *

Browse... 0001 compressed 11067026.pdf

Order of Competent Authority for Maker *

Order of Competent Authority for Maker *

⊕ 10.88.235.138

Maker assigned to UCP Code successfully.

OK

Assign Maker to UCP Code

Select the maker type and assign the appropriate maker to the selected UCP Code.

Select User ID *

ddotaa1 - Devender Kumar Kaushik

Select Maker Type *

☐ Contractual Employee of present establishment ☒ Regular Employee

Select Regular Employee Type *

☒ Regular employee of same department ☐ Regular employee of other department in case of additional charge

Select District Treasury *

Panchkula

Select Sub Treasury *

Panchkula

Enter DDO Code *

1799

Enter UCP Code *

0F380A

Order of Competent Authority for Maker *

CCF_002255_compressed_12062026.pdf

Only PDF file is allowed. Maximum file size: 2 MB.

Through - e-Mail

To

State Informatic Officer,
NIC, Haryana.

Memo No: TA-HR (DMC)/SO-III/DEO-IV/2026/3100

Dated: 25/5/2026

Subject: - Regarding withdrawal of excess salary - Health Department.

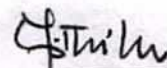
With reference to the subject cited above.

It is brought to your notice that some excess withdrawal of Allowances with Salary bill by the DDO of SMO Sahjadpur and SMO Naraingarh in Ambala District has been reported. The matter has been examined on the basis of preliminary report obtained from database and Assistant Treasury officer, Naraingarh.

In view of the above, following decisions have been taken:-

- (A) As an immediate measure, all types of existing allowances (except Dearness Allowance) shall be freezed (non-editable) for the time being and if any change is required then a department shall approach Treasuries and Accounts Department for allowing any change and such things would be on record.
- (B) Two factor authentication shall be introduced for login in e-billing system by a "maker" and "checker". Mobile number of both users may be registered in the system for generating OTP. Further, officials and officers belonging to Group -A to Group - C shall only allowed be as "Checker" and "Maker" and no case Contractual employee or Group-D employee be allowed to work as "maker" and "checker".
- (C) A report may be extracted from IFMS of e-billing data base regarding drawn of any excess amount of any allowances beyond the prescribed rate to further examine the report and take necessary action as per the decision taken by the Competent Authority. The report may be provided by 29.05.2026.

This issue with the approval of Competent Authority.



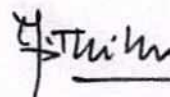
Joint Director (DMC)

for Director General, Treasuries & Accounts
Department, Haryana, Chandigarh.

Endst No. TA-HR (DMC)/SO-III/DEO-IV/2026/3101

Dated:- 25/5/2026

A copy of the above is forwarded to the Director General, Health Department with a request to send a detailed report regarding the fraudulent withdrawal of excess salary by the office of SMO Sahjadpur and SMO Naraingarh in Ambala District. You are further requested to take disciplinary action against the erring DDO/official alongwith the recovery of excess payment.



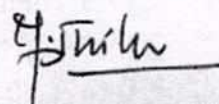
Joint Director (DMC)

for: Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

Endst No. TA-HR (DMC)/SO-III/DEO-IV/2026/3102

Dated:- 25.05.2026

A copy of the above is forwarded to the all Treasury Officer/Assistant Treasury Officer with the direction to follow all due diligence as per rule & regulation and instructions issued from time to time while processing any kind of bill in our Treasury System.



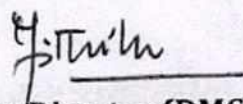
Joint Director (DMC)

for: Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

Endst No. TA-HR (DMC)/SO-III/DEO-IV/2026/3103

Dated:- 25.05.2026

A copy of the above is forwarded to the Additional Chief Secretary to Govt. of Haryana, Finance Department (FA branch) for information and taking further necessary action.



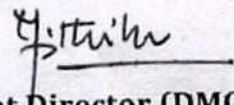
Joint Director (DMC)

for: Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

Endst No. TA-HR (DMC)/SO-III/DEO-IV/2026/3104

Dated:- 25.05.2026

A copy of the above is forwarded to Sh. Jagadish Mehendiratta, Director (IT), NIC, Haryana and Smt. Sonal Gaur, Programmer for compliance of the above decisions under intimation to this office.



Joint Director (DMC)

for: Director General, Treasuries & Accounts
Department, Haryana, Chandigarh