

From

Director  
Treasuries and Accounts Department,  
Haryana, Chandigarh.

To

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

Memo No. TA-HR(DMC)2012/ 2791


Dated: Chandigarh, the 24-02-2012.

Subject: **Regarding implementation of e-salary system.**

As per instructions issued by the State Government vide memo no. 14/91/5FA-2011 dated 16-08-2011, 14/91/5FA-2011 dated 16-01-2012 and 14/91/5FA-2011 dated 13-02-2012, the project of e-salary has already been extended to the entire State of Haryana. Necessary training has already been provided to all DDOs and their staff so as to enable them to prepare salary bills on the system. Since as per Government instructions all salary bills w.e.f. 01-04-2012 have to be submitted through the online e-salary procedure, so to facilitate entry of data of the employees Treasury Officers have been directed to provide facility of two computers with broad band facility along with Data Entry Operators at treasury level and one computer with broad band facility alongwith one Data Entry Operator at sub Treasury level. This facility can be used by all DDOs who are not having any computers or broad band facility or those facing shortage of technical manpower to enter the employee details for preparation of salary bills through the online system. Other DDOs, who are facing any problem and thus need any assistance, can also approach the treasury to avail this facility.

If any DDO wants any assistance telephonically, then they can contact the helpline numbers mentioned on e-salary website or the technical manpower available at Treasury/ Sub Treasury, whose telephone numbers have been displayed on the notice board of the Treasury Office.


Various instructions related to e-salary, forms and a manual on using e-salary software are already available on the website [www.hrtreasuries.gov.in](http://www.hrtreasuries.gov.in) of treasury department and same can be downloaded from there. DDOs and the staff dealing the preparation of salary bills are advised to go through the manual and other instructions in detail. Necessary instructions to all DDOs may be issued and they may be advised to adhere to the time frame mentioned in the above referred letters for implementation of e-salary bills. In case of any problem they may contact the Joint Director (DMC) also at telephone number 0172-2711101.

  
Joint Director  
for Director, Treasuries and Accounts  
Department, Haryana, Chandigarh.

Endst. No. TA-HR(DMC)2012/ 2791

Dated, Chandigarh the 24/2/12


A copy is forwarded to all Financial Commissioner and Principal Secretary to Government Haryana, Chandigarh for information and necessary action.

  
Joint Director  
for Director, Treasuries and Accounts  
Department, Haryana, Chandigarh

Endst. No. TA-HR(DMC)2012/ 2791

Dated, Chandigarh the 24/2/12


A copy each is forwarded to Financial Commissioner and Principal Secretary to Government Haryana, Finance Department, Chandigarh for information and necessary action.

  
Joint Director  
for Director, Treasuries and Accounts  
Department, Haryana, Chandigarh

Endst. No. TA-HR(DMC)2012/ 2791

Dated, Chandigarh the 24/2/12

A copy each is forwarded to all Treasury Officers/ Assistant Treasury Officers for information and necessary action. They should ensure that DDOs approaching them do not face any problem and necessary assistance is rendered to them in preparation of e-salary bills.

  
Joint Director  
for Director, Treasuries and Accounts  
Department, Haryana, Chandigarh