

From

The Financial Commissioner and Principal Secretary to,
Government Haryana, Finance Department.

To

- i) All the Financial Commissioners and Principal Secretaries/
Administrative Secretaries to Government Haryana
- ii) All the Heads of Departments in Haryana
- iii) The Registra (General), Punjab & Haryana High Court
Chandigarh.
- iv) All the Divisional Commissioners Ambala, Hisar, Rohtak &
Gurgaon
- v) All the Deputy Commissioners and Sub Divisional Officers
(Civil) in Haryana.

Memo No14/91/2011-5 FA

Dated: Chandigarh, the 16-01-2012

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

Kindly refer to letter no 14/91/5FA-2011 dated 16-08-2011 on the
subject as above.

Vide the above said letter this was informed that e-salary system
would be implemented in the current financial year. This system was made
operational on pilot basis in Chandigarh and Panchkula treasuries w.e.f.
13-10-2011 and has worked successfully. In continuation of above, this has now
been decided to implement e-salary procedure for remaining Treasuries at District
headquarter and sub treasury at New Delhi also. So this is required that all DDOs
attached with these remaining treasuries and sub treasury at New Delhi would draw
the payment of salary for the month of January 2012 and onwards through e-salary
procedure. For salary for the month of January 2012, for DDOs having upto two
salary bills, it will be compulsory to submit all bills through e-salary only. For other
DDOs at least two salary bills for the month of January 2012 should be through e-
salary. However w.e.f. February 2012 all salary bills need to be submitted through
e-salary by all DDOs in these treasuries. Training sessions for all the DDOs
attached with these treasuries would commence w.e.f. 02-01-2012 and will be
completed by 20-01-2012. Various instructions related to-e-salary, forms and a
manual on using e-salary software are already available on the website
www.hrtreasureis.gov.in of treasury department and same can be downloaded from
there. DDOs and the staff dealing with preparation of salary bills be advised to go

Contd -----2

through the manual and other instructions in detail and in case they face any problem the same can be raised during training session. They should also be advised to collect data as per procedure specified in instruction dated 16-08-2011, if not already collected, so as to avoid any delay in submission of salary bills.

Necessary directions to all DDOs may be issued and they may be advised to adhere to the time frame mentioned for implementation of the e-salary bills. They should also be advised to attend the training sessions. Training schedule will be sent separately by the office of Director Treasuries and Accounts to the concerned DDOs through their respective Treasuries. The same is however also available on the website www.hrtreasuries.gov.in of Treasury Department. Plan for implementation of e-salary at sub treasury level in the state will be communicated separately.

Sd/-

Under Secretary Finance
for Financial Commissioner and Principal Secretary,
To Government Haryana, Finance Department

Endst. No. No14/91/2011-5 FA

Dated, Chandigarh the 16-01-2012

✓ A copy each is forwarded to Director, Treasuries and Accounts Department, Haryana, Chandigarh with the direction to inform all Treasuries/ Sub Treasuries and also to conduct training sessions for DDOs

Banni Ram

Under Secretary Finance
for Financial Commissioner and Principal Secretary,
To Government Haryana, Finance Department

Endst. No. No14/91/2011-5 FA

Dated, Chandigarh the 16-01-2012

A copy each is forwarded to In-charge Computer Cell, Finance Department, Haryana, Chandigarh for information and necessary action.

Sd/-

Under Secretary, Finance
for Financial Commissioner and Principal Secretary,
To Government Haryana, Finance Department