

**Immediate**

From

Director,  
Treasuries and Accounts Department,  
Haryana, Chandigarh.

To

All the Treasury Officers/Assistant Treasury Officers in Haryana State.

Memo No.:TA-HR(DMC)/eSalary/2012/SPL-I  
Dated: 13.02-2012

Subject: **Implementation of eSalary system.**

You kind attention is drawn to Haryana Government instructions issued vide letter no. 14/91/2011-5FA dated 13.02.2012 on the subject noted above. Vide which it has been directed that all the DDOs attached with the sub treasuries would draw the payment of Salary for the month of February, 2012 through eSalary process.

You are therefore directed to ensure that minimum one salary bill of each for the month of February, 2012 is submitted and passed through eSalary only. However submission of all salary bills through eSalary would be compulsory for all DDOs w.e.f. the Salary for the month of March, 2012 onward. No relaxation will be given in this regard. As regards salary bills of the sub treasury office itself, it should be ensured that all salary bills from the month of February, 2012 onward should be drawn through eSalary procedure only.

In order to ensure that DDOs at Sub Treasuries do not face any difficulty in drawing their salary bills for the month of February, 2012 through eSalary procedure, you should make available one computer and one Data Entry Operator to DDOs so that they can assist the DDOs in entry of data for the purpose of salary bills. These Data Entry Operators will be stationed in suitable place in sub treasury premises and broad band facility should also be made available on these computers. If there is no Data Entry Operator posted at sub treasury level in such a case the concerned Treasury Officer will provide. The facility should be made available up to 26.03.2012 for such purpose and thereafter DDO will have to use their own manpower for preparing bills for eSalary. However help line number 0172-2711101 and 09467555388 will remain operational during the entire month.

You are directed to send the progress report regarding bills pass through

Page No 1 of 2

eSalary system for the month of February, 2012 in following format by 07.03.2012:

Sr. No.	DDO Code	Total Nos. of Salary bills passed for the month of February, 2012	No. of Salary bills submitted through eSalary	No. of Salary bills submitted in traditional method	Remarks
1	2	3	4	5	6
Total					

This should however be noted that eSalary procedure is applicable for salary bills of State Government employees who are working in some substantive post in the defined pay scale. For contractual/daily wages etc. the procedure will not change for the time being and DDOs are not required to submit their salary bills through eSalary procedure and such no objection in this regard should be raised in passing of such bills. In case of any clarification you can contact the helpline.

Further you are also directed to get this letter noted to all the messengers for information of their DDOs and display a copy of the same on the notice board of your Sub Treasury along with mobile no. of Data Entry Operators of your Sub Treasury for assistance. All the Treasury Officers in this regard are hereby directed to get these instructions noted to all the Assistant Treasury Officers in their jurisdiction to get it implementation.

Joint Director(DMC)  
For Director, Treasuries and Accounts  
Department, Haryana, Chandigarh.