

Immediate

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 Registrar (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 No 14/91/2011-5FA

Dated: Chandigarh, the 13-02-2012

Subject: Regarding implementation of E-salary system.

Kindly refer to letter no 14/91/5FA-2011 dated 16-08-2011 and even number dated 16-01-2012 on the subject as above.

Vide the above said letters this was informed that e-salary system would be implemented in the current financial year and consequently the system has already been made operational in all District Treasuries and Delhi Sub-Treasury. In continuation of above, this has now been decided to implement e-salary procedure for all Sub-Treasuries so as to cover the entire State. Thus all DDOs attached with all the sub-treasuries would also draw the payment of salary for the month of February 2012 and onwards through e-salary procedure. For the month of February 2012, each DDO attached with sub-treasury should submit at least one salary bill through e-salary. However w.e.f. March 2012 all salary bills, need to be submitted through e-salary by all DDOs in all sub-treasuries. Training sessions for all the DDOs attached with these sub-treasuries would commence w.e.f. 13-02-2012 and will be completed by 17-02-2012. 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 of treasury department and same can be downloaded from there. DDOs and the staff dealing with preparation of salary bills be advised to go 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 instruction dated 16-08-2011, if not already collected, so as to avoid any delay in submission of salary bills.

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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 / Sub-Treasuries. The same is however also available on the website www.hrtreasuries.gov.in of Treasury Department.

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

Endst. No. No 14/91/2011-5 FA Dated, Chandigarh the 13-02-2012

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

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

Endst. No. No 14/91/2011-5 FA Dated, Chandigarh the 13-02-2012

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

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

Endst. No. No 14/91/2011-5 FA Dated, Chandigarh the 13-02-2012

A copy is forwarded to Sh. Deepak Bansal, Technical Director, NIC Haryana Unit, Chandigarh for information and necessary action.

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