

From

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

To

1. All the Heads of Departments in Haryana.
2. Registrar, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners of Divisions in Haryana.
4. All the Deputy Commissioner in Haryana State.

Memo No. 28/14/2011-5B&C  
Dated, Chandigarh, the 14<sup>th</sup> May, 2012.

**Subject: - Green Initiative - e-payments - regarding.**

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Kindly refer to the subject noted above.

The Government of India, Ministry of Finance, department of Financial Services, New Delhi vide D.O. Letter no. 8/11/2011-FI dated 19-08-2011 has impressed upon the State Government to enhance use of e-payments in respect of all schemes of Government of India and the State Government which are being administered by the State Government. It has been desired that all payments to be made to beneficiaries should be through electronic fund transfer to the respective accounts of beneficiaries. It has also been informed that banks have been asked to open 'no frill' accounts and the lead bank has been advised to ensure that no beneficiary has any difficulty in opening a bank account.

The matter has been examined by the Government in detail. An Electronic Payment System is already in place in State for all district treasuries and sub treasuries and also being used effectively for disbursement of payments to various payees. However, to ensure clarity on the issues of e-payment following procedures are specified for making various types of payments:-

- (i) In all cases where a bill is presented in a treasury/ sub treasury for passing, all payments to various payees, irrespective of the budget scheme will be through Electronic Payments System(EPS) except in the cases as detailed in the **Annexure-1**, where the drawing and disbursing officer can opt to have payment through the mode of cheque/ EPS in lieu of cheque system.
- (ii) In all cases where refund of Civil Court Deposit, Revenue Deposit, Motor Accident Claim Tribunal Deposits and general refunds of various departments against deposit are presented in treasury for payment, such payments will be through EPS only.
- (iii) In all cases where cheques are presented in a treasury/ sub treasury for works payment by the Works Department and Forest Department, all payments to various payees, irrespective of the budget scheme will be through EPS only w.e.f. 01-06-2012.

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- (iv) In all cases of subsidies, scholarships, stipends, social security pension schemes, the beneficiaries are required to have a bank account in a bank with core banking facility and the credit to these bank accounts will be through RTGS/ NEFT/ECS procedure only.
- (v) In all cases where payments are to be made in relation to various Central Government schemes where funds are directly received by the implementing department and not routed through State treasuries, all payments to various payees, irrespective of the scheme, will be through RTGS/ NEFT/ ECS facility available in the banks with core banking facility.
- (vi) In case of sharing scheme, where central share is received directly by the implementing department and not routed through the State treasuries, all payments to various payees, irrespective of the budget scheme, will be through RTGS/ NEFT/ ECS facility available in the banks with core banking facility.
- (vii) In case of all Government Employees, it will be compulsory to submit all salary bills to treasury through e-salary procedure only and salary payment to the employees will continue to be through EPS only.
- (viii) In all cases where pension disbursement is through treasury/sub treasury, payment will be released to the pensioners through EPS only. Where the pension is disbursed by bank the mode of electronic fund transfer will continue to be in operation.
- (ix) In case of inter departmental payments, the process of payment will be through book transfer and as such no cheque/DD Payment will be there.
- (x) All grants in aid/ contribution to various institutions/ autonomous bodies/ corporation etc. will necessarily be through EPS only.
- (xi) As already indicated in Para (i) payments for bills relating to wages, allowances, payments to vendors, suppliers, service providers, contractors, other contingency bills etc. will be through EPS only.
- (xii) For bulk payments, involving more than 50 payees and amount payable to any payee not exceeding ₹2000, DDOs can opt for consolidated EPS and thus payment through Cheque/ RTR will not be allowed.
- (xiii) In all cases where bills/ cheques are presented in treasuries for passing, the amount will be sent to the payee directly through EPS and it will not be allowed to be transferred to any bank account in name of DDO/HOD/Government officer etc. (by designation or by name) for purpose of further disbursement to payees unless such bank account has been opened for the said purpose with specific permission of the Finance Department. Further, in cases where such bank account is being operated with permission of FD, further disbursement to payees will be through RTGS/ NEFT/ ECS facility and not through Cheques/ RTR/ DD etc.

In case any department has any specific problem in relation to above instruction and it finds it difficult to make payment through EPS, then it should approach the Finance department mentioning the nature of problem, details of scheme, present procedure for disbursement, the reason as to why payment through EPS method is not possible, proposed procedure of disbursement etc. The issue will be examined and suitable instructions will be issued by F.D., if required, specifying the procedure to be followed in such cases.

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**Definitions:**

(i) **EPS or Normal EPS:-**

On the basis of bank details, PAN, GPF/PRAN, a unique code for payee (UCP) can be generated by the DDO in the Online System and then UCP is required to be mentioned in the bill submitted in Treasury. Amount is transferred directly to the account of the payee. A limitation in this system is that bank account of payee should be on core banking system with IFSC code.

(ii) **Consolidated EPS:-**

In case of bulk payments e.g. if payees are more than 50 then DDOs can opt for consolidated EPS. In this case UCP is not required to be allotted and bank detail of payees are required to be provided to the treasury bank in a CD in specified format and then bank is required to send the payments for credit in these accounts through e-mode. The system can be used by various departments for bulk payments, however they need to ensure that bank account is with a bank with core banking system.

(iii) **EPS for pension/refunds/court payments:-**

In these cases also the payment is sent either directly into account of the payee if UCP is there or bank is directed to credit the payees account through e-mode by getting bank details.

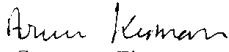
(iv) **EPS in lieu of cheque:-**

In this case, earlier cheques got printed from Nasik were used. However now EPS pay order is generated with specific direction to bank to pay cash or issue RTR. The system can be used only for cases where payment through cheque is allowed.

(v) **Cheques:-**


In certain cases cheque payments are allowed. Although now EPS in lieu of cheque has been provided in system however cheques had been supplied to treasuries in initial stages and once that stock is finished, no more printing of cheques will be done and EPS in lieu of cheque will be used. For sub-treasury cheques have not be supplied and they are required to use EPS in lieu of cheque facility as specified above. Thus the term cheque includes EPS in lieu of cheque.

These instructions may be brought to the notice of all concerned for strict compliance.

  
Deputy Secretary Finance (Budget)  
for Financial Commissioner & Principal Secretary  
to Govt. Haryana, Finance Department.

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A copy is forwarded to all the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to the Government of Haryana for information and necessary action.

  
Deputy Secretary Finance (Budget)  
for Financial Commissioner & Principal Secretary  
to Govt. Haryana, Finance Department.


To

All the Financial Commissioners & Principal Secretaries/  
Administrative Secretaries to the Government of Haryana.

U.O. No. 28/14/2011-5B&C  
Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 14<sup>th</sup> May, 2012.  
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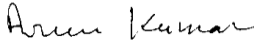
A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.

  
Deputy Secretary Finance (Budget)  
for Financial Commissioner & Principal Secretary  
to Govt. Haryana, Finance Department.

Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 14<sup>th</sup> May, 2012.

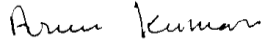
A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for information and necessary action.

  
Deputy Secretary Finance (Budget)  
for Financial Commissioner & Principal Secretary  
to Govt. Haryana, Finance Department.

Endst. No. 28/14/2011-5B&C

Dated, Chandigarh, the 14<sup>th</sup> May, 2012.

A copy is forwarded to the Accountant General, Haryana (A&E/Audit) Chandigarh for information and necessary action.

  
Deputy Secretary Finance (Budget)  
for Financial Commissioner & Principal Secretary  
to Govt. Haryana, Finance Department.

### Annexure-1

1. In case of payments relating to expenditure incurred from imprest account the DDO can opt for a 'self' cheque from the treasury which can be presented at bank for drawing cash.
2. In case of advances, other than to employees, if name of the payee is not known and the advance is to be drawn in cash, the DDO can opt for a 'self cheque' from the treasury and the same can be got encashed from the treasury bank.
3. In relation to payment related to discretionary grants/petty grants available with Governor / CM / Ministers / MLAs etc., if bill amount is less than ₹10,000/-, DDO can opt for payment through a 'yourself' cheque. Further in case of Governor / CM / Ministers DDO can opt for a self cheque for drawing payments upto an amount of ₹10,000/-.
4. The treasury will allow 'yourself' cheque and will not insist for EPS mode of payment in case amount of bill is less than ₹5000/-. DDO can make specific request for payment by 'yourself' cheque in relation to any such bill. However in case amount of bill is of ₹5000/- or more DDOs can make specific request for 'yourself' cheque for following payments:
  - (a) Water and Electricity bills.
  - (b) BSNL telephone bill payments.
  - (c) Insurance bills of vehicles or other items.
  - (d) Where payments in relation to discretionary grants / petty grants are to be made by dignitaries like Governor / CM / Ministers to some beneficiaries in a function specially being organized for such purpose or in case such dignitary wishes to deliver payment by hand to beneficiary then DDO may opt for payment by cheque. DDO will furnish a certificate to this aspect and in such case 'yourself' cheque will be issued and DDO will have to furnish a list containing details of person in whose favour RTR is to be issued, RTR will be account payee in case payment to a person exceeds ₹10000/-.
  - (e) Purchase of government vehicles where payment is required to be made in advance.
  - (f) Ex-gratia payment of ₹25,000/- as per clause 5(4) of Haryana Compassionate Assistance to the Dependents of Deceased Govt. Employees Rules 2006, to the family of deceased employee if such payment is being released within one month from the date of death of the employee.
  - (g) For release of GIS amount to the dependents / nominee of the deceased govt. employee if such payment is being released within one month from the date of death of the employee.
  - (h) For payments related to passenger tax to be paid to other States and for payments of Toll bus passes/Toll Tax.

It has to be noted that in case of request for 'yourself' cheque DDO is required to submit a duly signed list of payees (in duplicate) mentioning name and amount to the Treasury Officer along with the bill. Of this one list will be attached with the cheque issued by treasury.

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5. The treasury will allow 'self cheque' and will not insist for EPS mode of payment in case amount of bill is less than ₹2000/-. DDO can make specific request for payment by 'self cheque' in relation to any bill. However in case amount of bill is of ₹2000/- or more DDO can make specific request for 'self cheque' for following payments:-

- (a) Water and Electricity bill, BSNL telephone bills, if due date for payment by cheque is less than three days away from date of submission of bill.
- (b) For withdrawal out of secret service funds.
- (c) For payment related to imprest account.
- (d) For withdrawal of advance for certain payments, provided specific details of actual payee are not available at the time of such withdrawal e.g. advances for POL, repair of vehicle, petty payments to sports person participating in tournaments, purchase of milk/karyana items, vegetables etc. This will not be applicable to advances for purchase of material / services where vendor is selected through tenders or by getting quotations as in such cases details of vendors are known.

6 In case of Tournaments expenditure is borne for petty payments e.g. to and fro bus fare to players, in case of sports nurseries, the expenses incurred on billing milk, Karyana, vegetables and L.P. Gas etc. the payment is small but total amounts of all vouchers may be more than the limit specified for self/yourself cheques. In such cases the DDO can draw advance as per rule 19.6 of PFR by getting sanction issued from competent authority. Advance can be drawn from treasury by submitting AC bill and treasury will issue 'Self cheque for the same.