

From

Director
Treasuries and Accounts Department
Haryana, Chandigarh

To

All Treasury Officers (except Chandigarh and Panchkula)
In Haryana State.

Memo No. TA-HR(DMC)2012:1847

Dated: 17/01/2012

Subject: **Implementation of e-Salary system.**

Your kind attention is drawn to Haryana Government Instructions issued vide letter no 14/91/2011-5 FA dated 16-01-2012 on the subject noted above. Vide which it has been directed that all DDOs attached with the District Treasuries would draw the payment of salary for the month of January 2012 through e-Salary process.

You are, therefore, requested to ensure that minimum 2 salary bills of each DDO for the month of January, 2012 are submitted and passed through e-Salary only. However, Submission of all salary bills through e-salary would be compulsory for all DDOs w.e.f. the salary for the month of February 2012 onward. No relaxation will be given in this regard. As regards salary bills of the treasury office itself, it should be ensured that all salary bills from the month of January 2012 onward should be drawn through e-salary procedure only.

In order to ensure that DDOs do not face any difficulty in drawing their salary bills for the month of January, 2012 through e-Salary procedure, you should make available two computers and two Data Entry Operators 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 treasury premises and broadband facility should also be made available on these computers. The facility should be made available upto 25/02/2012 for such purpose and thereafter DDO will have to use their own manpower for preparing bills for e-Salary. However helpline no 0172-2711101 and 09467555388 will remain operational during the entire month.

You are directed to send the progress report regarding bills passed through e- salary system for the month of January 2012 in following format by 06-02-2012.

Sr. No.	DDO Code	Total Nos. of Salary bills passed for the month of January 2012	No. of salary bills submitted through e-salary	No. of salary bills submitted in traditional method	Remarks
1.	2.	3.	4.	5.	6.
Total					

This should however be noted that e-salary 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 e-salary procedure and as 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 Treasury alongwith mobile no. of Junior Programmer/ Data Entry Operators of your Treasury for assistance.



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