

From

Director,
Treasuries and Accounts Department,
Haryana, Chandigarh.

To

Treasury Officer, Chandigarh & Panchkula.

Memo No.:TA-HR(Prg)2011/1U/ 26097-98 Dated: 25/12/11

Subject: Regarding e-Salary.

With the implementation of e-salary project in panchkula and Chandigarh treasuries, the work of allotment of UCP has also been made available online. The DDOs can allot UCP to any payee by logging in using their userid and password in the e-salary module which is available on the website www.hrtreasuries.gov.in of Director, Treasuries & Accounts Department, Haryana. The detailed process of UCP allotment is also available in the e-salary manual available on the said website. Only in following cases DDOs will not be able to allot UCP to a payee.

1. In case of employees if PRAN/GPF NO is not available.
2. If TAN of the DDOs is not available.
3. If PAN of the payee is not available.

In such cases the DDO needs to approach the Treasury Officer. In case as per (3) the DDO needs to give a certificate in the prescribed form (see Instructions for DDOs regarding EPS) on the website www.hrtreasuries.gov.in in "E-Salary Forms" certifying that the payee is a non PAN entity and thus no deduction of tax at source would be required in its case. If such a certificate is not given then payments exceeding Rs. 10,000/- cannot be made to payee through EPS.

Further in cases referred to above, where UCP is to be allotted by TO, the verification needs to be done online by DDO himself and the procedure of providing hardcopy of "Payee Verification Details" has been done away with.

Treasury officers are advised to direct their staff accordingly and also to bring this to the knowledge of the DDOs attached with them for further necessary action.


**Joint Director (DMC),
Treasuries & Accounts Department,
Haryana, Chandigarh.**

Endst no. TA-HR(Prg)2011/1U/ dated:

A copy of the above is forwarded to the Heads of Department for information and necessary please.


**Joint Director (DMC),
Treasuries & Accounts Department,
Haryana, Chandigarh.**

Endst no. TA-HR(Prg)2011/1U/ dated:

A copy of the above is forwarded to all Treasury Officers for future reference whenever E-Salary project gets implemented in their district.


**Joint Director (DMC),
Treasuries & Accounts Department,
Haryana, Chandigarh.**