

**IMPORTANT**

**Meeting on 20.08.2014, 25.08.2014 & 27.08.2014**

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.


To

All the Heads of Departments in Haryana.  
(as per list enclosed)  
Memo No. 28/12/2014-1B&C  
Dated, Chandigarh, the 7<sup>th</sup> August, 2014

**Subject:- E-post sanctioning system.**

Kindly refer to instructions issued vide Memo No. 28/12/2014-1B&C, dated 23.05.2014 on the subject cited above.

2. To finalise the data entered by your department in the e-Post sanctioning system, meetings will be held on 20.08.2014, 25.08.2014 and 27.08.2014 as per schedule attached at Knowledge Centre, 9<sup>th</sup> Floor in Haryana Civil Secretariat, Sector-1, Chandigarh. You are requested to advise the officer who has been assigned the work in capacity of Establishment Controlling Authority (ECA) to finalize the data of entire department at the Headquarter level. He should take out a print out of the office wise report from the system and bring two copies of the same during the meeting. He should also bring alongwith complete detail on the basis of which data of sanctioning strength relating to various posts was allowed to be created etc. These details should accompany a forwarding letter from the HOD, duly addressed to the Finance Department. If data has not been finalized by ECA in the above said system, then same should be done before the date of this meeting. This may kindly be noted that ensuring accuracy of data entered in the system is of utmost importance as it will be the basis for all planning relating to human resources.

  
Superintendent Budget & Committee  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department


Dated, Chandigarh, the 7<sup>th</sup> August, 2014

No. 28/12/2014-1B&C

A copy is forwarded to Director, Treasury and Accounts for information and necessary action.

2.


He is requested to co-ordinate for conducting the meeting.

  
Superintendent Budget & Committee  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department

A copy is forwarded to all SF/SSF/USF/DSF/JSF of Finance Department for information and necessary action.

2.

The Secretary Finance/Special Secretary Finance are requested to depute concerned USF/DSF/JSF of Finance Department for purpose of verification of data provided by the department.

  
Superintendent Budget & Committee  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department

All SF/SSF/USF/DSF/JSF of Finance Department

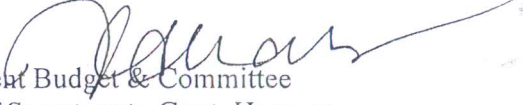
U. O. No. 28/12/2014-1B&C

Dated, Chandigarh, the 7<sup>th</sup> August, 2014

No. 28/12/2014-1B&C

Dated, Chandigarh, the 7<sup>th</sup> August, 2014


A copy is forwarded to Senior Technical Director, NIC with the request to conduct a briefing session of all concerned branches of Finance Department on 14.08.2014 at 2:30 p.m. in knowledge centre and also provide them copy of the e-post data related to these departments during briefing.

  
Superintendent Budget & Committee  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department

No. 28/12/2014-1B&C

Dated, Chandigarh, the 7<sup>th</sup> August, 2014

A copy is forwarded Incharge, Computer Cell for information and necessary action.

  
Superintendent Budget & Committee

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