

IMPORTANT

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

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All the Heads of Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners, Ambala, Hisar, Gurgaon and Rohtak Division.

Dated, Chandigarh, the 23rd May, 2014

Subject:- Implementation of e-post sanctioning system.

Sir/Madam

I am directed to address you on the subject noted above and to say that in order to streamline the process of sanctioning of various new posts demanded by various departments including those by way of surrender of some existing posts, it has been decided by the State Government to introduce an e-post sanctioning system in the State. This system will be a part of the Integrated Financial and Human Resource Management system (IFHRMS) of the State Government. Various modules of IFHRMS viz. online budget Allocation, monitoring and Analysis System (OBAMAS), e-bill system (including e-salary system), e-Pension system, e-Gras etc. are already running successfully and being used by various Drawing & Disbursing Officer (DDOs), Budget Controlling Officers (BCOs), Budget Controlling Authorities (BCAs) as well as citizens.

The e-post sanctioning system will be used by various BCAs, BCOs and DDOs as well as by various expenditure control branches of the Finance Department. Various steps involved will be as follows:-

- (1) As a *onetime* measure, each department will be required to enter its sanctioned and working strength of each and every post existing in various offices eg. for Education Department the details will have to be entered for each school, college, institution, office etc. under the control of Education Department. The Data can be entered at the Head Quarter level (BCA level) or the HQ (BCA) can delegate the work to BCO or even to DDO level. Data entered and forwarded by DDOs can be modified/corrected and consolidated by BCOs and then data forwarded by BCOs can be modified corrected and consolidated by BCA. In cases where a DDO is getting budget from more than one BCO then he has to select the BCO having administrative control over him. In case where Data is entered at BCA or BCO level, the same can be got confirmed from concerned DDOs also and they can communicate discrepancies if any to BCO/BCA. Necessary correction can then be made by BCA/BCO.
- (2) Once Data of existing sanctioned and working strength has been verified by BCA (HQ level) it will be freezed and sent to Finance Department. Any changes thereafter can only be made with permission of Finance Deptt.
- (3) (a) Whenever a department wants to create a new post either due to creation of some new unit in the department eg. school/college in Education Department or wants to create a new post by way of surrender of some existing posts then requisite demand can be sent either through route of DDO→BCO→BCA or BCO→BCA or directly by BCA to the Finance department after obtaining necessary administrative approval through its administrative department.
(b) Even in cases where department wants to shift a post from one office to another office in the department, a proposal for the same has to be moved to the Finance Department through

