

From No. 14/6/2010-SFA

To The Financial Commissioner and Principal Secretary
Government Haryana, Finance Department.

- i) All the Heads of Departments, the Commissioners Ambala, Hisar, Rohtak & Gurgaon Divisions.
- ii) All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Subject:-

Implementation of Electronic Clearing System and Cheque System in the Treasuries.

For improving the efficiency of treasury operations and moving towards e-governance, the state Government is planning to introduce the concept of electronic transfer of funds through ECS/RTGS/NEFT in all treasuries/sub-treasuries in relation to payments made by various DDOs. Cheque system is also being planned to be introduced simultaneously. This will require creation of a data base. This aspect needs to be conveyed to all DDOs so that the new system gets implemented without any glitches. A brief of same is as follows»

1. The system is proposed to be implemented w.e.f 01.03.2010.
2. A data base of bank account details of all persons, to whom payment is likely to be made in near future, is required to be created. This information needs to be gathered by all DDOs from all such persons, e.g. various contractors, vendors, suppliers etc. to whom payments are made. The information should be provided to concerned TO/ATO by DDOs in proforma A (as enclosed) by 31.1.2010.
3. Similar information in proforma B (as enclosed) should be sent by DDOs in relation to all employees of the State Government by 15.2.2010.
4. On the basis of information so provided, the TO/ATO will get it entered on the system and generate a transaction code for each such person/employee. Such details of the person and employee alongwith transaction code would be available by 8.2.2010 and 22.2.2010 respectively and the same should accordingly be got collected by DDOs from TOs/ATOs.
5. While submitting the bills of these persons, the transaction code should invariably be mentioned in bracket alongwith the name of person/employee except in case of salary bills where the bill will continue to be submitted in the same manner as is being done now.
6. The bill will be presented by the DDOs in Treasury Officer in same manner as is being done now.

Necessary directions to all DDOs may be issued and they may be advised to adhere to the time frame mentioned for sending the information.

Yours faithfully,

Joint Advisor, Finance,
for Financial Commissioner and Principal Secretary,
to Government Haryana, Finance Department.

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

Joint — or, Finance,
for Financial Commissioner and Principal Secretary,
to Government Haryana, Finance Department.

To

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

U.O.No. 14/6/2010-5FA

dated 15/1/2010

**OFFICE OF DIRECTOR GENERAL, ANIMAL HUSBANDRY & DAIRYING,
HARYANA, PANCHKULA.**

Endst. No. *118(8-4~1 ft"*

Dated *3.8.11*

A copy of the Financial Commissioner & Principal Secretary to Government, Haryana, Finance Department letter No. *0-11* dated *1/1/10* is forwarded to the following for information and necessary action :-

1. Deputy Director, intensive Cattle Development Project, Ambala, Kurukshetra, Sirsa, Gurgaon, Kamal, Jind and Bhiwani.
2. Deputy Director, Animal Husbandry & Dairying, Faridabad, Narnaul, Mewat at Nuh, Hisar, Kaithal, Rewari, Fatehabad, Yamuna Nagar, Panipat, Jhajjar, Panchkula, Sonapat, Palwal and Rohtak.
3. Deputy Director, Sheep Breeding Farm, Hisar.
4. Deputy Director, Wool Grading-cum-Marketing Centre, Hisar and Loharu (Bhiwani).
23. Deputy Director, State Cattle Breeding Project, Hisar.
24. Chief Superintendent, Government Livestock Farm, Hisar.
25. Principal, Haryana Veterinary Training Institute, Dhansu Road, Hisar.
26. Sector Superintendent-I, Government Livestock Farm, Hisar.
27. Sector Superintendent-II, State Cattle Breeding Project, Hisar.
28. Institute Director, Haryana Veterinary Vaccine Institute, Hisar.
29. Superintendent, Seed Farm, State Cattle Breeding Project, Hisar.
30. Mechanical Engineer, Government Livestock Farm, Hisar.
31. Assistant Director, Government Hatchery Farm, Bhiwani, Rohtak and Hisar.
32. Assistant Director, Sheep and Wool Development, Loharu.
33. Assistant Poultry Development Officer, Ambala City.
34. Poultry Disease Investigation Officer, Ambala City.
35. Sheep and Wool Development Officer, Sheep and Wool Extension Centre, Naraingarh, Ambala.
36. Assistant Director, Model Exotic Animal Farm, Bhiwani.
- 37.. Sub Divisional Officer, Animal Husbandry & Dairying, Rohtak, Jhajjar, Kalka, Ratia, Kosli, Charkhi Dadri, Jagadhari, Siwani, Gurgaon, Palwal, Tohana, Thanesar, Mohindergarh, Samalkha, Hathin, Gulha, Pehowa, Bhiwani, Bahadurgarh, Nuh, Hisar, Ambala City, Naraingarh, Rewari, Meham, Ferozpur Zhirka, Loharu, Panchkula, Hansi, Gannaur, Ellenabad, Hodel, Sirsa, Dabwali, Sonapat, Gohana, Faridabad, Ballabgarh, Narnaul, Assandh, Fatehabad, Jind, Narwana, Safidon, Kamal, Panipat, Kurukshetra and Kaithal.

38. Semen Bank Officer, Haryana Livestock Development Board, Kamal, Bhiwani, Pehowa, Jind, Sirsa, Rohtak, Hisar, Gurgaon, Namaul, Jagadhari
39. Registrar, Haryana Veterinary Council, Hisar..
40. Marketing Officer, Marketing of Eggs, Rohtak.

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for Director General, Animal Husbandry and Dairying,
Haryana, Panchkula.

Endst. No. *It J/& ~f 117* ; 1 . Dated *J 0/1/19*

A copy of the above is forwarded to the following for information and necessary action: -

1. All the Headquarter Officers in Animal Husbandry Department..
2. All the Heads of Branches.
3. Gaushala Development Officer, Panchkula.
4. PS/DG; AH&D, Panchkula,

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for Director General, Animal Husbandry and Dairying,
Haryana, Panchkula. L-
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PROFORMA - 'A'

Information to be provided by 15-01-2010.

Sr. No.	Name of the Person to whom payment is to ti- made.	Bank Name	Bank Branch Address	Bank Account No. *1	MICR Code *2	IFSC Code of Bank Branch *3	PAN of the person *4	ODO Code 9
	2	3	4	5	6	7	8	
1								

- *1 Bank account number as printed on cheque or bank statement or bank pass book. A photocopy of same should be taken by DDO from the person.
- *2 MICR code is 9 digit code available on the cheque. So a crossed blank cheque should be taken by ODO from the person to verify the same.
- *3 IFSC code can be ascertained by person from his bank branch. Information is also available on RBI site www.rbi.org.in.
- *4 PAN as provided by Income Tax Department is compulsory if payment of Rs. 10000 or more is to be made to the person. ODO should get a photocopy of PAN card for verificatit

Name of ODO :

Signature of ODO

Date:

PROFORMA - 'B'

Information to be provided by 31-01-2010.

Sr. No.	Name of the Employee to whom paym~nt is to be mado.	Bank Name	Bank Branch Address	Bank Account No. *1	MICR Code *2	IFSC Code of Bank Branch *3	PAN of the person *4	GPF Account No. in case employed before 1-1-06 / PRAN In case employed after 31-12-05.	DDO Cod(
1	2	3	4	5	6	7	8	9	10

- *1 Bank account number as printed on cheque or bank statement or bank pass book. A photocopy of same should be taken by ODO from the person.
- *2 MICR code is 9 digit code available on the cheque. So a crossed blank cheque should be taken by ODO from the person to verify the same.
- *3 IFSC code can be ascertained by person from his bank branch. Information is also available on RBI site www.rbi.org.in.
- *4 PAN as provided by Income Tax De~itment is compulsory if payment ~f Rs. 10000 or more is to be made to the person. ODO should get a photocopy of PAN card for verification.

Name of ODO :.....

Signature of DDO

Date :.....