

IMPORTANT

No. 28/12/2014-1B&C (T&A)

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All Head of the Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners Ambala, Hisar, Gurugram, Faridabad, Karnal and Rohtak Division.
4. All the Deputy Commissioners and Sub Divisional Office (Civil) in Haryana State.

Dated, Chandigarh, the 8th June, 2022.


Subject: - Implementation of 'Create New Post' module in e-Post sanctioning system.

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I am directed to bring your kind notice towards Finance Department instruction No. 28/12/2014-1B&C dated 23.05.2014 vide which e-Post Sanctioning system was introduced in the State as a part of Integrated Finance and Human Resources Management System (IF&HRMS). As a part of various defined steps in the instruction, data related to working strength of each and every post existing in various offices was entered and the same was "freezed" by Finance Department. However, due to operational issues, module related to creation of a new post, shifting of a post from one office to another office in a Department, etc was not fully implemented.

2. Now, Hon'ble Chief Minister, Haryana has reviewed the above position and has desired to implement e-Post sanctioning system in toto w.e.f. 15.06.2022. Accordingly, to further streamline the process to sanction new posts in various Department's/Boards/Corporations, an e-Post module has been developed with following steps:-

- (i) In this module, there are two level of users i.e. at Finance Department Level and at respective Department Level, each having a defined role.
 - (ii) To initiate the process, the respective Department level user will fill in the details online on the portal <https://bamsharyana.nic.in/>, while initiating the physical file for the proposal of creation of new post.
 - (iii) A unique e-Post token number will be generated in the software that shall be mentioned by the department on the physical file.
 - (iv) Thereafter, the department proposal (on physical file) will be examined by the Finance Department, who will specifically mark the e-Post token number on the file before sending the same to the Chief Minister for consideration. It has specifically been directed that no proposal will be entertained for creation of posts unless the specific e-Post reference number is mentioned in the proposal submitted for approval.
 - (v) On the approval of the said proposal, Finance Department shall update the details corresponding to the request sent by the department on the portal before sending physical file back to the department. The e-Post system will automatically update the sanctioned strength as per FD approval.
3. An user manual alongwith Standard Operating Procedure (SOP) has also been enclosed with this instruction for ready reference of Users.
4. These instructions can be downloaded from the Finance Department website www.finhry.gov.in as well as website of Treasuries & Accounts Department i.e. www.hrtreasuries.gov.in.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department.

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A copy is forwarded to all the Additional Chief Secretaries/ Principal Secretaries to the Government of Haryana for information and necessary action.



Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department d

To
All the Additional Chief Secretaries/
Principal Secretaries to the Government of Haryana

U.O. No. 28/12/2014-1B&C (T&A) Dated, Chandigarh, the 8th June, 2022.


Endst. No. 28/12/2014-1B&C (T&A) Dated, Chandigarh, the 8th June, 2022.

A copy is forwarded to State Informatics Officer (SIO) Haryana for information & necessary action and enabling the system accordingly.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department. d

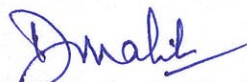
Endst. No. 28/12/2014-1B&C (T&A) Dated, Chandigarh, the 8th June, 2022

A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department. d


Endst. No. 28/12/2014-1B&C (T&A) Dated, Chandigarh, the 8th June, 2022

A copy is forwarded to Director, Treasuries & Accounts Department, Haryana for information and necessary action.


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department d

Endst. No. 28/12/2014-1B&C (T&A) Dated, Chandigarh, the 8th June, 2022

A copy is forwarded to In-Charge, Computer Cell (F.D.) to upload the said instructions on the website www.finhry.gov.in of Finance Department


Under Secretary Finance (Budget)
for Additional Chief Secretary to Government Haryana
Finance Department d