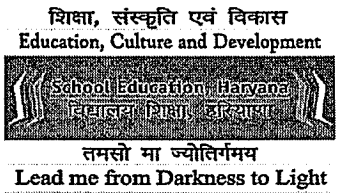




GOVERNMENT OF HARYANA / हरियाणा सरकार  
**Directorate School Education**  
**विद्यालय शिक्षा निदेशालय**



Off.: Plot No. 1B, Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel: 91(0172)-2560246 Fax: 91(0172)-2560253  
 कार्यालय: प्लॉट नं० 1बी, शिक्षा सदन, सेक्टर 5 पंचकुला-134109 (भारत) दूरभाष : 91 (0172) 2560246 फैक्स: 91 (0172) 2560253  
 e-mail: [edusecondaryhry@gmail.com](mailto:edusecondaryhry@gmail.com) - site: [www.schooleducationharyana.gov.in](http://www.schooleducationharyana.gov.in)

From:

Director Secondary Education,  
Haryana, Panchkula.

To

1. All the District Education Officer of the State of Haryana.
2. All the District Elementary Education Officer of the State of Haryana.

Memo No. 10/15-2018 AS (2)

Dated Panchkula the: 23-05-2018

**Subject:** To provide the information for making the provision of CPF in the HRMS Portal for the staff of aided school taken over in Govt. Schools/Offices/Institutions etc. and to draw their salary from the date of taken over to till date.

-----  
 Refer to the subject cited above.

You are further instructed to further direct all the DDO's of their respective District to generate the Unique Code of all the staff taken over in Govt. Schools/Offices from the aided schools who are governed under CPF Scheme by filling up their information on e-billing under the column of GPF by showing it blank for them and other formalities like Govt. Employees and their salary may be withdrawn by making a provision of DDO BT of the amount of CPF to be deposited in their respective bank accounts where their amount of CPF is already being deposited by way of bank draft in the name of concerned bank authorities alongwith a schedule of the same accordingly and send compliance report to this Directorate within three days positive through email: [aideddse@gmail.com](mailto:aideddse@gmail.com).

You are hereby directed to send the information of the staff of aided school taken over in Govt. Schools/Offices/Institutions etc. in the Excell Sheet format mentioned below with soft copy on the email: [aideddse@gmail.com](mailto:aideddse@gmail.com) with in three days positively :-

Sr. No.	Unique Code	Name of the Employee	Designation, Place of posting alongwith Name of Distt.	Remarks

DIA: Amnere

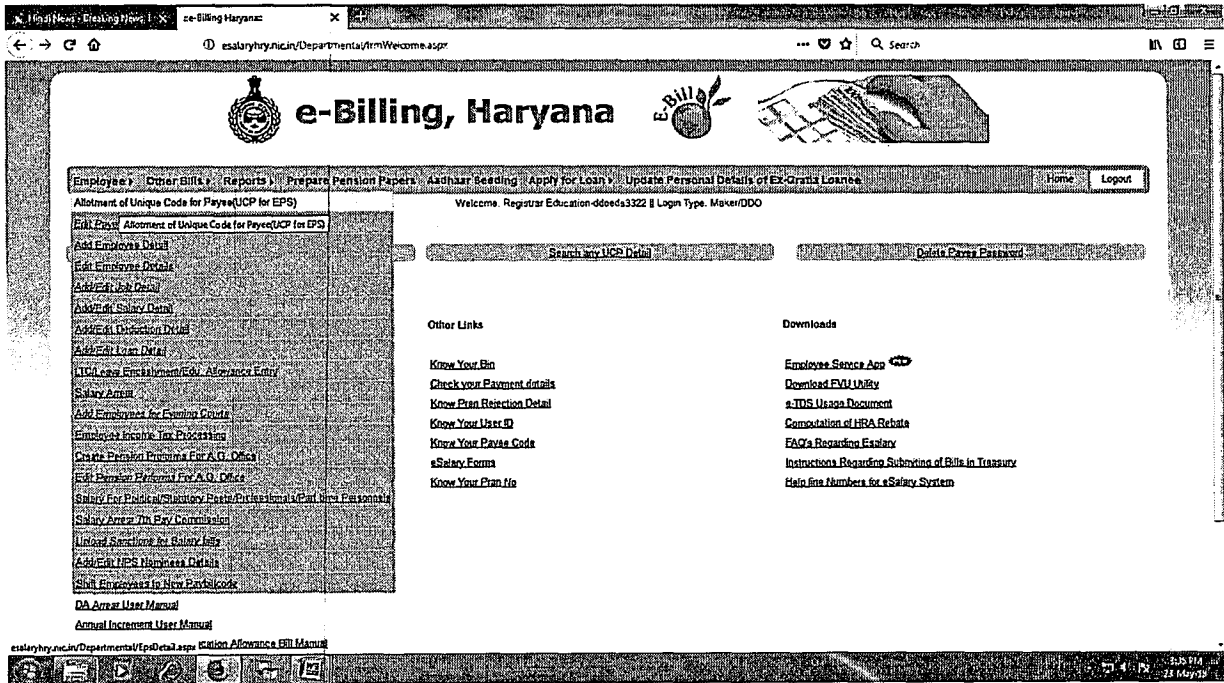
*King*  
 Additional Director Academic  
 For Director Secondary Education  
 Haryana Panchkula

*32*  
 22/5/18

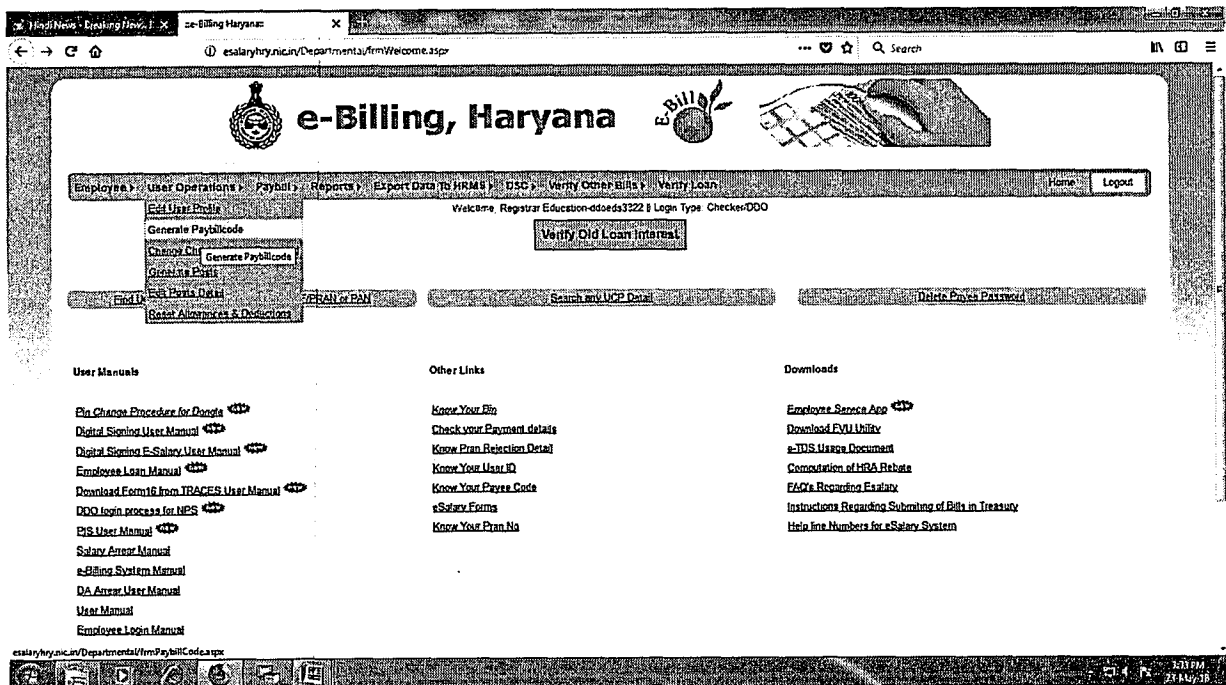
Annexure:

Important steps for generating Unique Code and E-Billing for the Staff off Aided Schools Taken over in Govt. Schools /Offices/institutions for drawing their salaries.

1. How to generate unique code if not generated already
  - a. Select: "allotment of unique code for payee"




Step: generate paybill code





- 3 -

Select option : "contractual with DA"

Step -1: login E-billing Haryana Maker



## e-Billing, Haryana

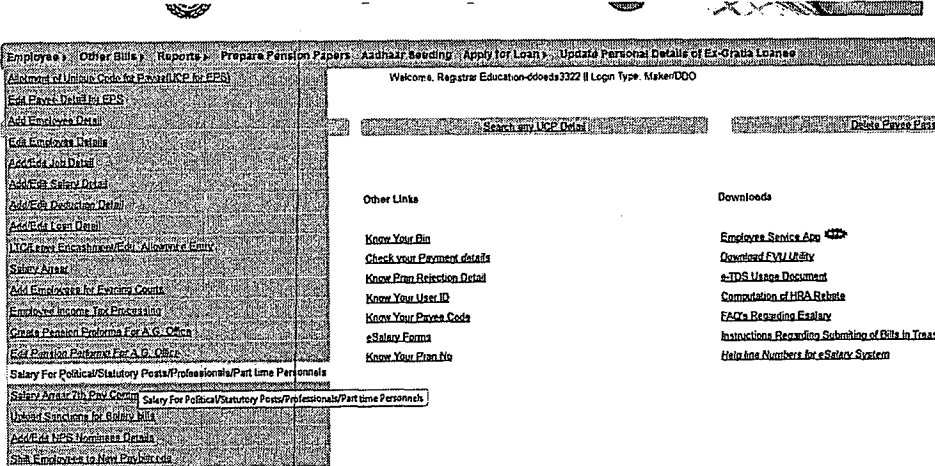



**Welcome to Centralised e-Billing System of Haryana Government**

**IN CASE OF ANY PROBLEM YOU MAY CONTACT BETWEEN 9:00 AM TO 5:00 PM IN WORKING DAYS ONLY TO CONCERNED TO/STO OFFICE.**  
 Log on your problems in [helpdesk@haryanabill.in](mailto:helpdesk@haryanabill.in) . Joint Director(DMC) : 0172-2711102, Jai Prakash (Kamal Division) 9467675600, Kuldeep Singh(Hisar Division) 9354222001, Jaspal Kaushik (Rohtak Division) 9696574150, Navleen Kumar(Gurgaon Division) 9810025023

Authorised Login	Recent Announcements	Quick Links
User Name: _____ Pass word: _____ 2018-19 <input type="button" value="Select Year"/> Error Code shown below: <div style="border: 1px solid black; padding: 2px; display: inline-block;">170945</div>	<p><b>It has been decided in the meeting with ACS Finance that if, Nominations with regard to NPS subscribers are not updated on the CRA-NSDL web-site, the pay of concerned DDO will be stopped for the month of May 2018. List of pending nomination (PRAN) alongwith requisite format is also available in "Quick Links" section.</b></p> <p>• Please do Income Tax Processing of your employees before generating e-TDS 24Q for 4th Quarter of 2017-18..</p>	<ul style="list-style-type: none"> <li>• <a href="#">Know Your Bill</a></li> <li>• <a href="#">Check your Payment details</a></li> <li>• <a href="#">Know Your Payee Code</a></li> <li>• <a href="#">Download FVU Utility</a></li> <li>• <a href="#">Employee Login Manual</a></li> <li>• <a href="#">Download PRAN Format</a></li> <li>• <a href="#">DDO NSDL Login Manual</a></li> <li>• <a href="#">List of Subscribers with Pending Nominations</a></li> </ul>

Step:-2 select (salary for Political/statutory posts/Professional/Part time personals )



The screenshot shows the main menu of the e-billing system. At the top, there are navigation tabs: Employee, Other Bills, Reports, Prepare Pension Papers, Aadhaar Seeding, Apply for Loan, and Update Personal Details of Ex-Gratia Licensee. Below this is a search bar for UCE Data and a 'Delete Payee Data' button. The main menu is divided into two columns: 'Other Links' and 'Downloads'. The 'Other Links' column contains various options such as 'Know Your Bill', 'Check your Payment details', 'Know Your User ID', and 'Salary Forms'. The 'Downloads' column contains options like 'Employee Service App', 'Download FVU Utility', and 'e-TDS Usage Document'. At the bottom, there is a highlighted option: 'Salary For Political/Statutory Posts/Professional/Part time Personals'.

Note: incase any difficulty please contact Mr. Manish: Mob 9815585249

- 4 -

### Step :3 complete employee data

Statutory / Re-Employed / Contractual / Ex-Gratia (Officials)			
Select Employee Name	Select Employee Name	State Name	
Full Name of the Employee		District Name	
Pan Number		Bank Name	
IFSC code of Bank Branch		Bank Address	
MICR Code of Bank Branch		Bank Account Number	
Department ID		Pay Commission	Select Pay Commission
Select PaybillCode	Select Paybillcode		
License Fees	No Fees		
Contract Date From (dd/mm/yyyy)		Contract Date To (dd/mm/yyyy)	
Designation	Select Designation	Fix HRA	<input type="checkbox"/> check if Yes
<input type="checkbox"/> check if Yes			
<input type="checkbox"/> check if HRA is to be calculated on last pay drawn/ or pay on the date of appointment			
HRA			
Basic Salary		Grade Pay	
Pension		Pension equivalent Gratuity(PEG)	
Sumptuary allowance		Medical	<input type="checkbox"/> check if Yes
DA	<input type="checkbox"/> check if Yes <input type="checkbox"/> check if pension also include for DA	ESI Deduction	<input type="checkbox"/> check if Yes
CP/EPF Deduction(Maga)	<input type="checkbox"/> check if Yes	TDS Deduction Amount	
Other allowance (Other than CPF and ESI contribution)		Other allowance discription	
Other TOBT		Other TOBT discription	
Car Usage		Other DDOBT Description	
Other DDOBT		Other AGRT description	
Other AGRT			