



**OFFICE OF DIRECTOR GENERAL SECONDARY EDUCATION HARYANA  
PANCHKULA**

**Order No. 10/13-2015 Admn(4)**

**Dated, Panchkula the 31/10/2018**

A copy of letter No. 5/6/2005-5B&C dated 11.10.2018 from Additional Chief Secretary to Government Haryana regarding use of Old Stamp Paper-Standard Operating Procedures is forwarded to the following for information and further necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurugram.
3. All DIET's in the State.
4. All District Education Officer's in the State.
5. All District Elementary Education Officer's in the State.
6. All the Headquarter Officers.
7. Assistant Director Admn.(HQ).
8. Registrar Education (Secondary).
9. All the Superintendent (HQ).
10. Superintendent Admn. (Pry).
11. PS/DGSE.
12. PA/Additional Director (Admn).
13. PA/Additional Director (Academic).
14. PA/Joint Director Admn.
15. All Assistant Admn. Branch (HQ).
16. IT Cell (HQ) for website.

**SUPERINTENDENT ADMN.  
for DIRECTOR GENERAL SECONDARY EDUCATION  
HARYANA PANCHKULA**

From

O/o ACS (SE)

Diary No. \_\_\_\_\_

Date \_\_\_\_\_

ACSSE, ACA,  
Archives, ABM  
16.10.2018

The Additional Chief Secretary to Government Haryana  
Finance Department.

DSE  
DEE  
Dy. ABM  
DCA Archives  
DACA  
PS

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.

Memo No. 5/6/2005-5B&C

Dated, Chandigarh, the 11<sup>th</sup> October, 2018.

**Subject: - Regarding use of Old Stamp Paper – Standard Operating Procedures.**

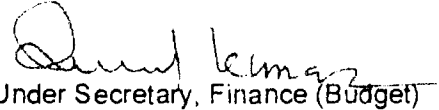
The Finance Department's instruction dated No. 5/6/2005-5B&C dated 02.02.2017 and 07.03.2017 on the subject cited above vide which State Government had made e-Stamping mandatory in entire State of Haryana.

It has been decided that the citizens can use Old Stamp papers/certificates purchased before January, 2014 as per guidelines/rules/regulation issued by the Revenue Department from time to time by adopting the following Standard Operating Procedure:-

- a. If a person is having valid/blank/executed old physical stamp paper or certificate issued by authorized branch of SBI and if he/she intends to get their deed registered using these old stamp papers, he or she may apply to concerned Treasury through Tehsildar/Naib Tehsildar for this purpose.
- b. Treasury officer will enter the details of Old stamp papers, submitted to concerned treasury in e-GRAS.
- c. E-GRAS will generate a Unique ID, against this old stamp paper/certificate.
- d. The concerned Treasury Officer will check, verify the details of old stamp paper issued by him and shall write the generated UID Number on the stamp paper. He will sign and stamp with date on each stamp paper.
- e. Using this UID number, the person concerned will take e-Appointment from e-Registration System.
- f. During the deed registration, the e-Registration will check the UID number from e-GRAS similar to the GRN of e-Stamp paper.
- g. After the registration process of the deed is completed, the e-Registration system will update the deed registry number in the e-GRAS system and shall deface the UID number in e-Gras software as is done for the e-Stamp paper.

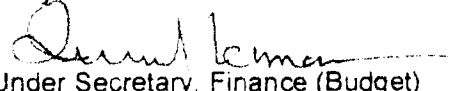
- h. In case, the person concerned is possessing SBI generated certificate, instead of physical Old Stamp paper, the person concerned will first get the Bank certificate verified from the concerned Bank Branch. Thereafter, he/she will forward the verified bank certificate to the concerned treasury through the concerned Tehsildar/sub Tehsildar (as per step no.1) above. Thereafter, the same work flow process will be followed similar as done in the case of Old Stamp Paper.

These instructions may also be brought to the notice of all concerned in your Department for strict compliance. These instructions are also available on the official website of Finance Department ([www.finhry.gov.in](http://www.finhry.gov.in)). In case any difficulties, they can contact Sh. Sunil Bahal, Nodal Officer(e-Stamping) Treasuries & Accounts Department, Haryana on email at [treasuries@hry.nic.in](mailto:treasuries@hry.nic.in).



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

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



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

To

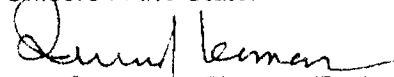
All the Additional Chief Secretaries/Principal Secretaries to Government Haryana

U.O.No. 5/6/2005-5B&C

Dated, Chandigarh, the 11<sup>th</sup> October, 2018.

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

1. This SIO, NIC Government of Haryana.
2. All the Treasury Officers and Assistant Treasury Officers in the State.

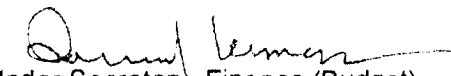


Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Government Haryana,  
Finance Department. *SB*

Endst. No. 5/6/2005-5B&C

Dated, Chandigarh, the 11<sup>th</sup> October, 2018.

A copy is forwarded to General Manager, State Bank of India, Local Head Office (LHO), Sector-17, Chandigarh for necessary action please.



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