

From

Director Higher Education,  
Haryana, Panchkula.

To

1. All the Principals, Government Colleges, Haryana state
2. All the Commanding Officers, NCC Bns
3. All the Librarians of Dist. Libraries/Sub-divisional libraries

Memo.No.6/27-2014Stat.

Dated:18.2.2016

**Subject:- E-sanctioning of posts**

Please peruse the subject cited above.


In continuation to this office letters I have been directed to further direct you all that on the portal of "Haryana Treasuries" **please fill up the e-post sanction system immediately within next 24hrs. without fail**

Before filling the posts, please read the instructions carefully.

All the posts are to be filled in the initial cadre, for e.g. all teaching posts are to be filled up under Assistant Professor (Group-B) and the pay scale is ;15600-39100+ 6000 GP.

Similarly, the posts of D/Supdts, Assistants etc. are also to be filled in initial cadre since after grant of ACP or other promotions the posts are not sanctioned by the department( please the attachment ).

Please ensure strict compliance of these directions as the treasuries have stopped making payments.

  
Deputy Director Cadet Corps,  
for Director Higher Education,  
Haryana, Panchkula

  
Arun Joshi  
DDCC

## Example

- ❖ जिससे Post Master Entry Form का page open हो जायेगा। यहां पर यूजर drop down box से Post Name, Pay Scale, Group select करेगा और save button पर क्लिक करना होगा। यहां पर यूजर वही post add / save करेगा जो कि उसके कार्यालय के लिये sanctioned हो और उसका initial pay scale ही select करेगा। उदाहरण के लिये यदि यूजर assistant की post select करता है तो उसके pay scale column में initial pay scale i.e. 9300-34800 + 3200 GP select किया जाये। यदि उससे सम्बन्धित assistant को 1<sup>st</sup> / 2<sup>nd</sup> ACP मिल चुका है तो भी यूजर pay scale column में initial pay scale i.e. 9300-34800 + 3200 GP ही स्लैक्ट करेगा।

Post Name	Scale	Gradepay	Group	Edit
10-Section Officer	9300-34800+4600GP	4600	C	Edit
11-Junior Auditor	9300-34800+3200GP	3200	C	Edit
126-Driver	5200-20200+2400GP	2400	C	Edit
14-Assistant District Attorney	9300-34800+4600GP	4600	B	Edit
1432-District Treasurer	5200-20200+3200GP	3200	C	Edit