

No. 17-76/71-Fin (T&A) VIII (Loose) (21337)

Government of Himachal Pradesh

**"Finance Department"**

Treasuries, Accounts and Lotteries \*\*\*\*\*

From

Principal Secretary (Finance) to the

Government of Himachal Pradesh

To

1. All The Head of Departments  
Himachal Pradesh
2. The Registrar General  
HP High Court  
Shimla

Subject:

Dated Shimla- 171009,

19 September 2024

**Regarding capturing of Designation wise Group and Sanction strength in eSalary.**

Sir,

It is observed that the designation as well as Group of employees in the department as per demand of grants do not match with the numbers existing in e- salary database. Further, the sanctioned strength of employees under each DDO has not been captured in e-salary for effective monitoring of salary expenditure. However, the e- salary has live data on basis of which salary is being disbursed to the employees on monthly basis.

Therefore, a feature to capture the sanctioned strength and Group is added in the e-Salary application under DDO menu (i.e. DDO Menu >> Employee Updation (DDO) >> Update Sanction Post).

You are, therefore, requested to direct all the DDOs under your control to capture the sanction strength and Group of the employees in eSalary application within 15 days.

Signed by  
Rohit Jamwal

Date: 18-09-2024 12:20:55  
(Rohit Jamwal, I.A.S)

**Director**

Treasuries, Accounts & Lotteries, H.P.

Endst No. 17-76/71-Fin (T&A) VIII (Loose) (21337) Dated Shimla- 171009, September 2024

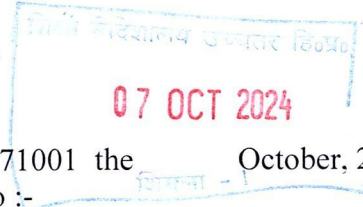
1. All the DTO/TOs in Himachal Pradesh with direction to circulate these instruction to all the attached DDOs. Further the Salary change report from DDO for the month of October, 2024 shall only be accepted after the DDOs have captured sanction strength and Group of the employees.

(Rohit Jamwal, I.A.S)

**Director**

Treasuries, Accounts & Lotteries, H.P.

Directorate of Higher Education  
Himachal Pradesh



Endst. No. EDN-H(4) C(2) 1/2019 dated : Shimla-171001 the October, 2024.  
Copy forwarded for information and necessary action to :-

1. The Group Commander, NCC Group. HQ. Himachal Pradesh, Shimla-171004.
2. Branch Officer (s) Estt.-I Branch, 10+2 Branch, College Branch, Physical Education Branch (internal) with the direction to reconcile Institutions wise sanctioned strength in co-ordination with Planning Branch and intimated to all the concerned Institutions so that same could be updated on e-salary portal by the institutions to comply with Finance Department instruction.
3. The Drawing & Disbursing Officer, Directorate of Hr. Education, H.P Shimla-1.
4. All the Dy. Director(s) of Higher Education in Himachal Pradesh.
5. The Dy. Director of Elementary Education, Kaza, Distt. L&S H.P.
6. All the Principals of Govt. Colleges/Skt.Colleges in Himachal Pradesh.
7. The Principal, Govt. College for Teacher Education, Dharamshala, H.P.
8. The Principal, SCERT Solan, H.P.
9. The Librarian, Central State Library, Solan, State Library, Shimla, H.P.
10. All the Principals/ Headmasters Govt. Sr. Sec. Schools/ High Schools in H.P.
11. All the Librarians, Distt. Libraries in H.P.
12. The In-charge, IT Cell may upload this letter on the Departmental website.

(Dr. Amarjeet K Sharma)  
Director Higher Education  
Himachal Pradesh