

## EMPLOYEE LOGIN MANUAL

For availing Employee Login facility, for the first time Employee has to enter his Payee Code as User Name and same as Password, i.e. The Employee code is his User name as well as password also.

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.  
Joint Director(DMC) : 0172-2711102, Mr. Sunil Bahal : 09467555388, Deepika : 09780555678, Sunil Mor : 09467237888, Email : [softprobl@gmail.com](mailto:softprobl@gmail.com)

**NEW** The UCP data has been De-Duplicated in case of same payee having different payee code with same Bank Account No. under different DDOs, to know De-Duplicate UCP detail Please use "Know Your UCP Detail" in the welcome page after login by entering old UCP.

**NEW** UCPs having account no unverified by SBI are unverified, DDOs are requested to Update their bank details and verify.

For SWAN connectivity of esalary System, you may also use <http://10.145.0.10/esalary>

Enter User Name \* 2A2BHU (Case-Sensitive)  
Enter Password \* \*\*\*\*\* (Case-Sensitive)  
Select Year \* 2012-13  
Enter Code \* 36511 36511  
(Given in Green Box)

Login

[Annual Increment User Manual](#)  
[DA Arrear User Manual](#)  
[Submission of DA arrear bills in treasury and sub treasury through eSalary System dated 27.4.2012.pdf](#)  
[User Manual](#)  
[Know Your User ID](#)  
[Know Your Pran No](#)  
[eSalary Forms](#)  
[Instructions Regarding Submitting of Bills in Treasury](#)  
[FAQ's Regarding Esalary](#)  
[Help line Numbers for eSalary System](#)

Esalary can also be accessed through web site <http://esalaryhry.nic.in>

The first screen that will appear is for verification of the employee information and changing his password.

**Change Payee Password**

Payee Name RAM SARAN  
Unique Code/User ID 2A2BHU \*  
PRAN/GPF No (e.g, HRGA 1204) Select GPF Series \*  
PAN No \*  
Date of Birth (DD/MM/YYYY) \*  
Bank Account No \*  
Mobile No \*  
Email Id ramsaran@gmail.com  
New Password \*  
Confirm Password \*  
Confirm Details ☐ Details Entered by me is Correct.

Update Cancel

In this page he has to enter his complete information and press Tab key. First of all he will enter his GPF/ PRAN No. and will press Tab key.

**Change Payee Password**

Payee Name: RAM SARAN

Unique Code/User ID: 2A2BHU \*

PRAN/GPF No (e.g, HRGA 1204): HRAGRI 6737 \* ☒ Correct

PAN No: \* ☐

Date of Birth (DD/MM/YYYY): \* ☐

Bank Account No: \* ☐

Mobile No: \*

Email Id: ramsaran@gmail.com

New Password: \*

Confirm Password: \*

Confirm Details: ☒ Details Entered by me is Correct.

As he will press Tab key, the disabled checkbox given in front of the box will be checked and correct will be written with it, if and only if the entry made by him is correct.

If the employee is having a **PRAN** not GPF No. then he has to select the **N.A. for Not Applicable**, given in the list of GPF series and then he will enter the PRAN in the box given in front of it.

**Change Payee Password**

Payee Name: RAM SARAN

Unique Code/User ID: 2A2BHU \*

PRAN/GPF No (e.g, HRGA 1204): N.A. \*

PAN No: \* ☐

Date of Birth (DD/MM/YYYY): \* ☐

Bank Account No: \* ☐

Mobile No: \*

Email Id: ramsaran@gmail.com

New Password: \*

Confirm Password: \*

Confirm Details: ☒ Details Entered by me is Correct.

If the Employee type is **Retrenched** then he has to select N.A. for Not Applicable in Gpf Series list and the box will also be kept empty.

In case, he enters any incorrect entry.

**Change Payee Password**

Message from webpage

Invalid GPF/Pran No , First Request DDO to update GPF/Pran No in EPS.

OK

Payee Name: RAM SARAN

Unique Code/User ID: 2A2BHU

PRAN/GPF No (e.g, HRGA 1204):

PAN No:

Date of Birth (DD/MM/YYYY):

Bank Account No:

Mobile No:

Email Id: ramsaran@gmail.com

New Password: \*

Confirm Password: \*

Confirm Details: ☐ Details Entered by me is Correct.

Update Cancel

The software will not allow the user to update the password.

**Change Payee Password**

Payee Name: RAM SARAN

Unique Code/User ID: 2A2BHU \*

PRAN/GPF No (e.g, HRGA 1204): HRAGRI \*

PAN No: ACGPS6946M \*

Date of Birth (DD/MM/YYYY): \*

Bank Account No: \*

Mobile No:

Email Id: ramsaran@gmail.com

New Password: \*

Confirm Password: \*

Confirm Details: ☐ Details Entered by me is Correct.

Update Cancel

6737 \* ☒ Correct

☒ Correct

☐

☐

Like GPF/ PRAN No. all the fields will be filled up by user and after each field entry on pressing Tab key the checkbox given on right side of GPF/PRAN No., PAN No., Date of Birth, Bank A/c No. will be checked, with "Correct" written with it.

**Change Payee Password**

Payee Name: RAM SARAN

Unique Code/User ID: 2A2BHU \*

PRAN/GPF No (e.g, HRGA 1204): HRAGRI \*

PAN No: ACGPS6946M \*

Date of Birth (DD/MM/YYYY): \*

Bank Account No: 10487968256 \*

Mobile No:

Email Id: ramsaran@gmail.com

New Password: \*

Confirm Password: \*

Confirm Details: ☐ Details Entered by me is Correct.

Update Cancel

6737 \* ☒ Correct

☒ Correct

☐

☒ Correct

**Change Payee Password**

Payee Name	RAM SARAN	
Unique Code/User ID	<input type="text" value="2A2BHU"/>	*
PRAN/GPF No (e.g, HRGA 1204)	<input type="text" value="HRAGRI 6737"/>	<input checked="" type="checkbox"/> Correct
PAN No	<input type="text" value="ACGPS6946M"/>	<input checked="" type="checkbox"/> Correct
Date of Birth (DD/MM/YYYY)	<input type="text"/>	<input type="checkbox"/>
Bank Account No	<input type="text" value="10487968256"/>	<input checked="" type="checkbox"/> Correct
Mobile No	<input type="text"/>	
Email Id	<input type="text" value="ramsaran@gmail.com"/>	
New Password	<input type="password"/>	*
Confirm Password	<input type="password"/>	*
Confirm Details	<input type="checkbox"/> Details Entered by me is Correct.	
	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

After all the necessary information is entered by the user, he should must give his mobile no. and E-mail id. This mobile No. and email ID will be used in future for sending SMS/E-mails regarding salary deposit in User's Bank Account No. Further, email ID may be used in future as his UserID.

**Change Payee Password**

Payee Name	RAM SARAN	
Unique Code/User ID	<input type="text" value="2A2BHU"/>	*
PRAN/GPF No (e.g, HRGA 1204)	<input type="text" value="HRAGRI"/>	<input type="text" value="6737"/> * <input checked="" type="checkbox"/> Correct
PAN No	<input type="text" value="ACGPS6946M"/>	* <input checked="" type="checkbox"/> Correct
Date of Birth (DD/MM/YYYY)	<input type="text"/>	* <input type="checkbox"/>
Bank Account No	<input type="text" value="10487968256"/>	* <input checked="" type="checkbox"/> Correct
Mobile No	<input type="text"/>	
Email Id	<input type="text" value="ramsaran@gmail.com"/>	
New Password	<input type="password" value="....."/>	*
Confirm Password	<input type="password" value="....."/>	* <b>Password Not Match</b>
Confirm Details	<input type="checkbox"/> Details Entered by me is Correct.	
	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

At last he will give the new password and in the next textbox, he will enter the new password again to confirm that password.

**Change Payee Password**

Payee Name	RAM SARAN	
Unique Code/User ID	<input type="text" value="2A2BHU"/>	*
PRAN/GPF No (e.g, HRGA 1204)	<input type="text" value="HRAGRI"/>	<input type="text" value="6737"/> * <input checked="" type="checkbox"/> Correct
PAN No	<input type="text" value="ACGPS6946M"/>	* <input checked="" type="checkbox"/> Correct
Date of Birth (DD/MM/YYYY)	<input type="text"/>	* <input type="checkbox"/>
Bank Account No	<input type="text" value="10487968256"/>	* <input checked="" type="checkbox"/> Correct
Mobile No	<input type="text"/>	
Email Id	<input type="text" value="ramsaran@gmail.com"/>	
New Password	<input type="password" value="....."/>	*
Confirm Password	<input type="password" value="....."/>	*
Confirm Details	<input type="checkbox"/> Details Entered by me is Correct.	
	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

In the bottom of the page and above the “Update” button, a checkbox is given for confirming the Detail entered by the user.

The screenshot shows a web form titled "Change Payee Password". The form fields and their values are: Payee Name (RAM SARAN), Unique Code/User ID (2A2BHU), PRAN/GPF No (e.g. HRGA 1204) (HRAGRI), PAN No (ACGPS6946M), Date of Birth (DD/MM/YYYY) (empty), Bank Account No (10487968256), Mobile No (empty), Email Id (ramsaran@gmail.com), New Password (masked with dots), and Confirm Password (masked with dots). There are red asterisks next to the Unique Code/User ID, PRAN/GPF No, PAN No, Bank Account No, and New Password fields. To the right of the PRAN/GPF No, PAN No, and Bank Account No fields, there are checkboxes labeled "Correct" which are checked. Below the Confirm Password field, there is a checkbox labeled "Details Entered by me is Correct." which is unchecked. At the bottom of the form are "Update" and "Cancel" buttons. A dialog box titled "Message from webpage" is open, displaying a warning icon and the text "Please Confirm Details !!!!".

If the user does not enters any of the four mandatory information's, and tries to update the password. The following message will appear.


The screenshot shows the same "Change Payee Password" form as before, but with the "Details Entered by me is Correct" checkbox checked. The "Update" button is disabled. A dialog box titled "Message from webpage" is open, displaying a warning icon and the text "Bank Account No, Date of birth,GPF Series, GPF/Pran or PAN no. is Mandatory.".

And in case he enters all the four details correctly and checks on the confirmation checkbox, after entering the new password correctly in both New Password and Confirm Password boxes, the Password will be changed successfully.

**Change Payee Password**

Payee Name	RAM SARAN		
Unique Code/User ID	2A2BHU		*
PRAN/GPF No (e.g, HRGA 1204)	HRAGRI	6737	* <input checked="" type="checkbox"/> Correct
PAN No	ACGPS6946M		* <input checked="" type="checkbox"/> Correct
Date of Birth (DD/MM/YYYY)	04/05/1954		
Bank Account No	10487968256		
Mobile No			
Email Id	ramsaran@gmail.com		
New Password			*
Confirm Password			*
Confirm Details	<input checked="" type="checkbox"/> Details Entered by me is Correct.		
	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	

Message from webpage

 Password Change Successfully.

After successfully updating the password, the system will logout the user automatically and the login screen will appear.



# e-Salary, Haryana

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.  
 Joint Director(DMC) : 0172-2711102, Mr. Sunil Bahal : 09467555388, Deepika : 09780555678, Sunil Mor : 09467237888, Email : [softprobl@gmail.com](mailto:softprobl@gmail.com)

**NEW** The UCP data has been De-Duplicated in case of same payee having different payee code with same Bank Account No. under different DDOs, to know De-Duplicate UCP detail Please use "Know Your UCP Detail" in the welcome page after login by entering old UCP.

**NEW** UCPs having account no unverified by SBI are unverified, DDOs are requested to Update their bank details and verify.

**For SWAN connectivity of esalary System, you may also use <http://10.145.0.10/esalary>**

Enter User Name \*  (Case-Sensitive)

Enter Password \*  (Case-Sensitive)

Select Year \*

Enter Code \*  77282

(Given in Green Box)

[Annual Increment User Manual](#)

[DA Arrear User Manual](#)

[Submission of DA arrear bills in treasury and sub treasury through eSalary System dated 27.4.2012.pdf](#)

[User Manual](#)

[Know Your User ID](#)

[Know Your Pran No](#)

[eSalary Forms](#)

[Instructions Regarding Submitting of Bills in Treasury](#)

[FAQ's Regarding Esalary](#)

[Help line Numbers for eSalary System](#)

Esalary can also be accessed through web site <http://esalaryhry.nic.in>.

Now the user has to enter his Payee code and the new Password, for logging in to his account again.



Now the welcome screen will appear. There are two Menus showing on this screen.



## How to Edit Profile

The first is **Main Menu**, having the option “**Edit Profile**”. By clicking on this option the following will appear :--

The screenshot shows the 'Change Payee Password' form within the 'e-Salary, Haryana' portal. The form is titled 'Change Payee Password' in red text. It contains five input fields: 'Payee Name' (pre-filled with 'SURJIT SINGH'), 'Unique Code/User ID' (pre-filled with '1H2BT3'), 'Mobile No' (pre-filled with '998899'), 'E-Mail Id' (pre-filled with 'jmv@ab'), and 'Password' (empty). There are red asterisks next to the 'Unique Code/User ID' and 'Password' fields. At the bottom of the form are two buttons: 'Update' and 'Cancel'.



In this page He will see his name, Unique Code or we can say User ID, Mobile No., Email-ID. But for updating Mobile No. and Email ID he has to enter his Password, then only he will be able to update this page.

### How to Change Password

The second option in Main Menu is “**Change Password**”.



If the user wants to change his password again any time in future, he may choose this option. The following page will appear:--

The screenshot displays the 'Change Payee Password' form. It includes a 'Main Menu' bar at the top with a right-pointing arrow. The form fields are: 'Payee Name' (SURJIT SINGH), 'Unique Code/User ID' (1H2BT3), 'Old Password', 'New Password', and 'Confirm Password'. Each password field is followed by a red asterisk (\*). At the bottom of the form are 'Update' and 'Cancel' buttons. The title 'Change Payee Password' is located in the top right corner of the form area.

Here he will enter his Old Password , New Password and the New Password again for confirming that Password.






# e-Salary, Hary

Main Menu
▶

[Change Payee Password](#)

Payee Name	SURJIT SINGH	
Unique Code/User ID	<input type="text" value="1H2BT3"/>	*
Old Password	<input type="password" value="....."/>	*
New Password	<input type="password" value="....."/>	*
Confirm Password	<input type="password" value="....."/>	*

The password will be changed successfully.




# e-Salary, Haryana

Main Menu
▶ Reports

[Change Pa](#)

Payee Name	SURJIT SINGH	
Unique Code/User ID	<input type="text" value="1H2BT3"/>	*
Old Password	<input type="password"/>	*
New Password	<input type="password"/>	*
Confirm Password	<input type="password"/>	*

Message from webpage
✕



Password Change Successfully.

## How to Lock-Unlock UCP

After changing the Password the system will log you out automatically. The third option in Main Menu is “**Lock-Unlock UCP**”. Using this facility Employee may lock his Unique Code Detail, and in future if anybody wants to change his detail, he has to first request the user to Unlock his Unique Code Detail, until then his detail will be un-editable, for each and every DDO, with whom his Unique Code is registered.



**Locking & Un-Locking of UCP Detail**

Payee Name	RAM SARAN
Unique Code/User ID	2A2BHU
PRAN/GPF No (e.g. HRGA 1204)	HRAGRI 6737
PAN No	ACGPS6946M
Date of Birth (DD/MM/YYYY)	04/05/1954
Father's Name	SONDHI RAM
Mother's Name	
Bank Name	STATE BANK OF INDIA
Bank Branch	AMBALA CITY
Bank Address	COURT RD AMBALA CITY HARYANA
Bank IFSC Code	SBIN000608
Bank Account No	10487968256
Mobile No	9874855582
Email Id	ramsharan@gmail.com
Curret Status	Un-Locked

If the complete information is correct, then Employee may lock his Unique Code Detail by clicking on the button given for this purpose.

**Locking & Un-L**

Payee Name	RAM SARAN
Unique Code/User ID	2A2BHU
PRAN/GPF No (e.g. HRGA 1204)	HRAGRI 6737
PAN No	ACGPS6946M
Date of Birth (DD/MM/YYYY)	04/05/1954
Father's Name	SONDHI RAM
Mother's Name	
Bank Name	STATE BANK OF INDIA
Bank Branch	AMBALA CITY
Bank Address	COURT RD AMBALA CITY HARYANA
Bank IFSC Code	SBIN000608
Bank Account No	10487968256
Mobile No	9874855582
Email Id	ramsharan@gmail.com
Curret Status	Un-Locked

Message from webpage

Saved Successfully.

By clicking on Lock button, his detail will be locked and this will not be editable by DDO Login unless the Employee Unlocks this detail from his login. If any Employee's detail is already locked the he will see Unlock button on this page. As, in case of this Employee, now, if the user selects the same option again from Main Menu.



**Locking & Un-Locking of UCP Detail**

Payee Name	RAM SARAN
Unique Code/User ID	2A2BHU
PRAN/GPF No (e.g, HRGA 1204)	HRAGRI 6737
PAN No	ACGPS6946M
Date of Birth (DD/MM/YYYY)	04/05/1954
Father's Name	SONDHI RAM
Mother's Name	
Bank Name	STATE BANK OF INDIA
Bank Branch	AMBALA CITY
Bank Address	COURT RD AMBALA CITY HARYANA
Bank IFSC Code	SBIN0000608
Bank Account No	10487968256
Mobile No	9874855582
Email Id	ramsharan@gmail.com
Curret Status	Locked

Un-Lock Cancel

If the user will click on the Unlock button this Detail will be unlocked i.e. Editable by the DDO Login.

The second Menu is **Reports** Menu. There are two options in this Menu. First is Payslip.

### How to Generate Payslip



On selecting **Payslip**, the following screen will appear.



# e-Salary, Haryana



[Main Menu](#) [Reports](#) [Log Out](#)

Pay Month

Pay Year

[Generate Report](#)

Here user has to select the Pay Month and Pay Year for which he wants to see his Payslip.



# e-Salary, Haryana



[Main Menu](#) [Reports](#) [Log Out](#)

Pay Month

Pay Year

1st DA Arrear

2nd DA Arrear

Addational Pay

Jan

Feb

Mar

Apr

May

Jun

July

Aug

Sept

Oct

Nov

Dec



# e-Salary, Haryana



[Main Menu](#) [Reports](#) [Log Out](#)

Pay Month

Pay Year

Select Year

2012-13

2011-12

After selecting the required information he will click on the “Generate Report” button.





# e-Salary, Haryana



Main Menu
Reports

[Log Out](#)

Pay Month: Apr

Pay Year: 2012-13

[Generate Report](#)

The Payslip of the selected Paymonth and Pay Year will be generated.

Agriculture					
RAM SARAN, 2A2BHU			GPF/PRAN No & Bank A/c. No. : 10487968256,HRAGRI 6737		
April 2012-13			(Instalment No)		
PAY & ALLOWANCES			DEDUCTIONS		
Basic Pay	12,770	Arrear	0	GPF Subs.	0
Dearness Pay	0	Honorarium	0	NPS Subs.	0
Grade Pay	3,200	Morni Hill All.	0	Licence Fee (State)	0
D.A.	10,381	Rural Health All.	0	G.I.S.	20
Special Pay	0	Trans/Spl.TA/FixedTA	0	L.I.C.	0
Pers. Pay	0	Deputation All.	0	Income Tax	0
C.C.A.	0	Flying/Carpenter All.	0	NPS Arrear	0
H.R.A.	1,597	Hardship/Fly.Certi.All.	0	Licence Fee (Cen.)	0
Medical Allow.	500	Sumptry/Diet Mny All.	0	License Fee (Dept.)	0
Convey. Allow.	0	Off.Exps/Instnl All.	0	Car Usage	0
Washing Allow.	0	Contituency/Risk All.	0	Professional Tax	0
Ration Mny All.	0	Tele./Cashier All.	0	PLI	0
Kit Main. All.	0	Pol.Medl/Supervisy All.	0		0
Handi. All.	0		0		0
Non-Prac. All.	0				0
Safai Karam/Spl.All.	0				0
Gross Pay	28,448		20		
Net Pay :	28,428	RUPEES TWENTY-EIGHT THOUSAND FOUR HUNDRED TWENTY-EIGHT ONLY			

This Payslip will appear in Pdf form, the user may save it on his computer or he may get its printout, if he wants so.

## How to Generate Annual Statement

The second option given in Reports Menu is “**Annual Statement**”.



# e-Salary, Haryana



Main Menu

Reports

- Pay Slip
- Annual Statement

Log Out

Pay Month:

Pay Year:

On selecting this option, the following screen will appear.



# e-Salary, Haryana



Main Menu

Reports

Log Out

Bill Year: 

Select Year

Select Year

2012-13

2011-12

Here user has to give the Bill Year for which he want to generate his Annual Statement.



# e-Salary, Haryana



Main Menu

Reports


Log Out

Bill Year:

On clicking the Generate Report button, the report will be generated in Pdf form for the selected Bill year.







# e-Salary, Haryana

Main Menu Reports

Year

-Select-  
-Select-  
2006  
2007  
2008  
2009  
2010  
2011  
2012  
2013

Report

Here user has to give the Year for which he wants to generate his PRAN Contribution Detail.



# e-Salary, Haryana

Main Menu Reports

Year

2008

Generate Report

If there is not any contribution for that year, the following message will appear.



# e-Salary, Haryana

Main Menu Reports

Year

2008

Generate Report

Message from webpage

 No Record Found

OK

If there is any contribution for selected year, then the following Report will appear in Pdf format.



# e-Salary, Haryana

Main Menu
▶ Reports

Year 2011

Generate Report

PRAN contributions of MINOO SEHRAWAT (111001275924) for the Year 2011											
Sr. No.	Transaction ID	Govt. Contri	Self Contri	Total Contri	Month	Year	Type of Contri.	DDO Regd. No.	DDO Designation	DDO Regd. No.	Remarks
1	1002733200237	4152	4152	8304	03	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
2	1002733200245	4241	4241	8482	04	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
3	1002733200245	267	267	534	05	2011	Arrear	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	01012011T031032011
4	1002733200252	4389	4389	8778	05	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
5	1002733200260	4389	4389	8778	06	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
6	1002733200278	4457	4457	8914	07	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
7	1002733200286	4457	4457	8914	08	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
8	1002733200294	4457	4457	8914	09	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
9	1002733200302	4564	4564	9128	10	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
10	1002733200328	321	321	642	11	2011	Arrear	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	01/07/2011TO30/09/2011
11	1002733200328	4564	4564	9128	11	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-