HARYANA URBAN DEVELOPMENT AUTHORITY
C-3, SECTOR-6, PANCHKULA

NO. HUDA-CCF-Acctt-IV/2015/22972-73   **Dated: 18.12.2015**

To

1.   The Administrator,
   HUDA, Rohtak.

2.   The Administrator,
   HUDA, Hisar.

[stamp: G.M. (I.T. HUDA) Diary N 5592 Date 21/12/15]

Subject: **Release of all payment through Centralized payment system with HDFC Bank Chandigarh.**

Please refer to the Instructions No.4 dated 27.7.2015 issued under **NO.HUDA/CCF/Acctt-IV/2015/13846** also available on HUDA Website at https://www.huda.gov.in/_layouts/CCF/Operation_of_Bank_Account_in_HUDA.pdf

1. As per Para 3 of these instructions, a single centralized Nodal Expenditure Account is operational with Punjab National Bank Manimajra. The expenditure Account of each respective DDO is functioning as virtual Sub Account of centralized Nodal Account. All the payments are to be made by the DDO directly to the Account of the payee, only through RTGS/NEFT mode. No diversion of the funds from PNB Nodal Account to any other intermediary bank is allowed. The manual voucher system for payment has been discontinued. All vouchers are to be prepared only through FAS (Financial Accounting System) of HUDA.

2. After generation of vouchers on the FAS, the DDO prepares a flat soft file containing details of all vouchers for which payment are to be made. This flat soft file is sent to the PNB server by the DDO using his respective login Id and password. After making payments, PNB sends the reverse file containing details of payment to the HUDA server. The DDO can view the status of payment like RTGS/ NEFT number, date of transaction and amount paid etc., from the reverse file.

3. A need has been felt that HUDA should also engage one more bank for centralized expenditure system. This will ensure better services to HUDA. As a result, HDFC bank has been engaged for centralized payment system in addition to the PNB bank.

4. The module provided by HDFC bank contains the additional facility. After three working days of uploading of flat soft file on HDFC server by DDO , the details of payment like UTR number against each RTGS/NEFT, date of transaction and amount paid etc., can be viewed by the respective DDO against each voucher.

5. The module provided by HDFC bank is running successfully at HUDA Head Office and now the same has been approved for implementation in all the field offices of HUDA.

6. In the first phase, the module is being implemented at all the offices in the Hisar and Rohtak Zone. After successful implementation in these two zones, the remaining zones will be taken up.

7. The process work flow to be followed by the DDO is enclosed as per Annexure 'A'. In case of any difficulty, they may contact the following officials of the HDFC bank:-
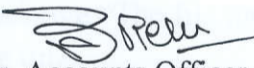
Name of authorized person Sh.	Mobile No.	Email ID	Correspondence address
Rajan Singla, Astt. Vice President	93162-79776	rajan.singla@hdfcbank.com	SCO 145-146, Sec-17C, Chandigarh.
Sh. Harish Bhardwaj, Sr. Manager	93161-75094	harish.bhardwaj@hdfcbank.com	Land line No. 0172-5073710

8. To proceed further in the matter separate bank account with HDFC Bank is required to be opened by each DDO in the name of **Chief Administrator, HUDA Centralized Nodal A/c (name of respective office)** _____ . The team of HDFC bank will visit your office to get signed the account opening form and to complete the other requisite formalities and will also assist to operate the system.

     Copy of these instructions is also being displayed on the HUDA website at the link https://www.huda.gov.in/Financial%20Wing/Instruction_of%20Finance_HUDA.pdf

     You are requested to extend full cooperation with the officers/officials of the bank and to implement the system in letter and spirit.

Encl.: Annexure 'A'

Sr. Accounts Officer
for Chief Controller of Finance
HUDA, Panchkula.

CC: 1. GM(IT), HUDA, Panchkula:- with a request to conduct at least two training sessions each at Hisar zone and Rohtak zone, to acquaint the staff with the HDFC module. He may also give the feed back in first week of February, 2016 after examining working of the HDFC module in these two zones.

2. Sr. Accounts Officer, HUDA, Rohtak and Hisar to ensure implementation of HDFC module latest by 15th Jan, 2016 in all field offices working under his zone.

3. All Field Offices under Rohtak and Hisar Zone (as per Annexure 'B') for immediate compliance.

3. Sh. Rajan Singla, Asstt. Vice President, HDFC Bank, SCO 145-146, Sec-17 C, Chandigarh.

Workflow for DDO's on Centralized Payments through HDFC Bank

DDO/users have to generate the RTGS file in FAS and follow below procedure to authorize the transaction in HDFC Bank ENet

1. User to open HDFC Bank site in Internet Explorer at http://www.hdfcbank.com and click on Wholesale TAB.

2. DDO to click on EPayments under ENet.

3. In the ENet login window, DDO/User to input his login ID, password and domain and click on login button. Domain is CAHUDA for all the DDOs and user ID and password are shared to respective users on his/her emails IDs.

4. After login into ENet, user to click on Cash Management Services and select Disbursement.

5. Under disbursement option, user to select the file level Authorisation and click on view option to view the details.

6. User to select the file which needs to be approved in ENet. This file will show numbers of transactions and amount which have been uploaded.

7. DDO/ User to ensure to cross verify the numbers of transactions and amount with the FAS report before authorization.

8. DDO/User to input his transaction password and click on submit button.

9. In the next pop-up window, user to click on sign.

10. Once the transaction is authorized, user will get the message "The file has been marked for first authorization, please check the status after some time.

11. DDO/User to cross check the status of file under file level view to ensure that transaction has been executed.

12. If status of file is "E" mean transaction has been executed.

13. Reverse MIS of all the transactions will be uploaded on FAS after three working days.

14. The DDO can check the details of actual payment i.e. UTR No., Date of payment, Amount Paid against a particular Voucher by clicking the Reverse File hyperlink.

Annexure 'B'

List of Offices

Hissar Zone

1. Administrator, HUDA, Hissar
2. Estate Officer, HUDA, Hissar
3. Estate Officer, HUDA, Jind
4. Estate Officer, HUDA, Sirsa
5. Estate Officer, HUDA, Bhiwani
6. XEN, Div-I, HUDA, Hissar
7. XEN, Div-II, HUDA, Hissar
8. XEN, Div-Hort., HUDA, Hissar
9. XEN, Div-Elect., HUDA, Hissar

Rohtak Zone

1. Administrator, HUDA, Rohtak
2. Estate Officer, HUDA, Rohtak
3. Estate Officer, HUDA, Bahadurgarh
4. Estate Officer, HUDA, Panipat
5. Estate Officer, HUDA, Sonipat
6. XEN, Div-I, HUDA, Rohtak
7. XEN, Div-II, HUDA, Rohtak
8. XEN, Div-Hort., HUDA, Rohtak
9. XEN, Div-Elect., HUDA, Rohtak
10. XEN Div , HUDA, Bahadurgarh
11. XEN Div, HUDA, Panipat
12. XEN, Div, HUDA, Sonepat
13. XEN Div, HUDA RGEC, Sonepat