

NO. EDN-U(G-II)Scholarship2018-19
Office of the
Deputy Director Elementary
Education Una, Distt. Una(H.P)
Dated:- 13/08/19 Una, the

3404

To

All the Principals(GSSS)
All the Headmasters(GHS)
All the Incharge (GMS) Una Distt. Una(HP).

Subject:-

Regarding Creation of Payee ID of students for IRDP Scholarship for the year 2019-20.

Memo,

As per request from some schools which are facing the problem in creation of Payee ID of students. In this connection, the point wise option is given below for creation of Payee ID:-

1. First of all search E-Salary hp on Google.
2. Click on E-Salary [login.....].Himkosh.
3. Enter the user ID and Password(user ID or password has taken from incharge of your school, who prepared the salary/bills).
4. Click on DDO menu.
5. Click on Register other Payee.
6. Than entire mandatory field as marked with red star in the open form and enter address of student with the name of school only(not home address).
7. Than click the save button. ID of student display on the screen.


Deputy Director Elementary Education
Una, Distt. Una (Himachal Pradesh)