

TREASURIES AND ACCOUNTS DEPARTMENT

From

The Commissioner of Treasuries and Accounts,
No.571, 3rd floor,
Perasiriyar K Anbazhagan Maligai,
Nandanam, Anna salai,
Chennai- 600 035.

To

All Treasury Officers
All Pay and Accounts Officers,
All Sub Pay and Accounts Officers

Rc.No. CTA/292/2023-IFHRMS/2023, Dated:03.10.2023

Sir / Madam,

Department of Treasuries and Accounts - IFHRMS -
Sub: Modules and Sub Modules- recent updates- Advisory
1/2023 -communicated-Reg

This is to inform that the following advisory is being issued to ensure error free, efficient and user friendly transactions in Integrated Finance and Human Resources Management System (IFHRMS).

A) Recent updates in IFHRMS:

S.No.	Module and Sub Module	Details
1.	e-Challan Payment through ANY BANK by using RBI NEFT/RTGS facility in eChallan.	1. Direct Remittance into Government account can be done using RBI RTGS / NEFT facility in eChallan. 2. Employee, Department and Public can remit the amount directly into Government Account through NEFT/RTGS provision of RBI on T+0 basis. 3. Navigation : Portal-> Challan creation / payment-> Fill Remmitter details, Department details and Service details->select payment Bank and Method->Make payment. 4. SOP is enclosed in Annexure-I
2.	Bills Module Duplicate Beneficiaries identification provision	In salary and Non-Salary bills, validation has been newly incorporated to alert the DDOs and Audit team at all the levels to display the duplicate beneficiary details on the same month. This allows the bill to get forwarded only after obtaining input from bill initiator. The remarks given by the bill initiator will be visible to the verifier and approver levels. This will avoid the inadvertent double payments.

3.	HRMS House Building Advance recovery commencement.	<p>The recovery for the HBA sanctioned for construction should be recovered from the month following the month in which the construction is completed or the house is occupied or from the 18th month from the date of disbursement of the first instalment for construction whichever is earlier.</p> <p>Now option has been given to DDOs to start the recovery before 18 months.</p> <p>Navigation: HR->Advances->Advance Migration->Advance Creation->Call Webadi->upload</p>
4.	HRMS - Pensioner Profile Uniqueness Validation	Uniqueness validation has been given in Pensioner profile module. This will ensure PPO Number, PAN and Aadhar Number of the Pensioners as unique variable while adding new pensioners.
5.	HRMS-Employee Creation Uniqueness validation	Uniqueness validation has been given for Aadhar Number, PAN, GPF and CPS while adding a new employee. Further a provision has also been given for uploading photo and mandatory attachments.
6.	Finance/Bills Module - DCRG/GPF Bill generation Portal.	<p>a) Retirement benefits such as Pension, CVP, DCRG and GPF bill generation has been automated based on the AG's approved e-authorization data.</p> <p>b) The Treasury Officials can generate the bills which are ready to be paid. i.e. after the retirement, NOC entries by the DDOs. The recoveries, if any should be added as a new line item (recovery line item) in the bill based on the system generated standard format of retirement order issued by the authorities concerned.</p> <p>c) Notification will be triggered to PAOs / TOs, PPOs, DDOs, Forwarding / Appointing authority. Employee will be notified through the SMS.</p> <p>d) Navigation: Finance->Payroll->select employee->supplementary run DCRG/GPF->submit->monitor status complete->Go to bills->check details->select approval group->view attachment->forward the bill.</p> <p>Verifier and approver need to check in Notification.</p>

7.	MIS Report-DCRG/GPF Bill Status.	Necessary MIS report also available to verify the status at ST/DT/RJD levels.
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B) Reinforcement points:

The tickets raised by the IFHRMS users have been analysed and the following advisory points are being reinforced strongly for adherence. This is to ensure user friendliness in the transactions as well as reduction in tickets and time taken for processing the deposit related transactions.

S.No.	Module and Sub Module	Issues being faced	Suggestions
1	Deposit	Updation of opening Balance	The Pay and Accounts Officers/Treasury Officers have to collect the Reconciled Opening Balance of the PD account as on 01.04.2021 from the Administrators and send the same to System Integrator for updating the opening balance along with the supporting documents. (If the opening balance as on 01.04.2021 for any PD account has already been updated, no need to update again)
2	Deposit	Many tickets are being raised with a request to move to the draft mode.	Before approval of the bill, the user has to validate the following: 1. Beneficiary Name 2. Account Number 3. Amount. Path: Initiator->Deposit->click GO button->Payment advice details->add beneficiary (Check the beneficiary name, Account Number and Amount). The Verifier and Approver need to check in notification page before forwarding/approving. (refer the screen shot in Annexure - 2)
3.	Deposit	PD account number updation	1. Deposit e-challan creation. e-challan->challan creation for payments->fill the remitter details->period details->Department details->Service details-> click the PD number radio button and fill the details (refer screen shots in Annexure-3) 2. Work bill Preparation: Initiator: Finance->Bill->create Bill->fill the bill details & DDO/Account details-> click continue button->click the add line and fill the bill line details->select the bill line and click the add

		<p>recovery line button->select the HOA & PD number in bill recovery details. Verifier and Approver need to check in notification page.</p> <p>3. Deposit adjustment bill preparation: Initiator: Finance->Adjustment/AM icon->click create button->select adjustment type as Adjustment (Deposit). Verifier and Approver need to check in notification page.</p> <p>4. Alteration Memorandum: Preparation of AM process bill. Initiator: Finance->Adjustment/AM icon->click create button->select Adjustment type as Alteration Memorandum. Verifier and Approver need to check in notification page.</p> <p>While creation of e-Challan, Work bill, Adjustment bill (Deposit) and AM for deposit the user has to</p> <ol style="list-style-type: none"> 1. Select correct PD account number. 2. Ensure Head of Account in the bill and the PD account Head of Account are same. 3. Ensure the DDO code in the bill and the PD account DDO code are same.
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All Treasury Officers and Pay and Accounts Officers and are requested to **circulate this to all the subordinate officers and concerned Drawing and Disbursing Officers (DDOs)** and sensitize them to adhere the above instructions.

If required, the re-orientation sessions are to be organized by PAOs/TOs to disseminate the updates to the DDOs for effective usage.

Sd/-

Commissioner of Treasuries and Accounts

Encl: as above

Copy Submitted to

The Principal Secretary, Finance Department,
Secretariat, Chennai 600 009.

Copy to

All Regional Joint Director of Treasuries and Accounts.

(To ensure proper and complete dissemination to all the stakeholders)

// forwarded by order //

Chief Accounts Officer (e-Team)

Handwritten signature and date:
4x2023
21.10.2023
04.10.2023