



Finance (SS) Department  
Secretariat,  
Chennai-9.

**Letter No.27413/Finance (SS) / 2022-2, dated :04.03.2022**

From  
Thiru Prashant M. Wadnere, I.A.S.,  
Additional Secretary to Government,

To  
All Secretariat Departments,  
All Heads of the Departments.

Sir,

Sub : IFHRMS – Number Statement data cleansing  
process – Further instruction issued – Reg.

Ref : The Government letter No.35144 / BG-II/ 2021-1,  
dated:07.09.2021

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After implementation of the IFHRMS, it has been decided that the Number Statement will be generated from the system based on the details of sanctioned posts entered in the database by the respective DDOs and approved by the connected Treasuries / PAOs and the details of the persons in position as on 31.07.2021.

2. As per the instructions already given by the Government the respective DDOs should verify the Number Statement generated from the IFHRMS and update the data on or before 15.09.2021. The DDOs should send the IFHRMS generated Number Statement to the HOD. The HoDs would be facilitated with the Number Statement for the department as a whole from 16.09.2021 to 20.09.2021 for scrutiny. The DDO level correction has been stopped w.e.f. 28.09.2021 and the window has been opened to the HODs from 29.9.2021 for final cleansing of the data. The HoDs should have completed the post cleansing activities for their departments in the respective PAOs by 31.10.2021.

3. But, as the process has not been completed till now, based on the instructions of Additional Chief Secretary, Finance department during the IFHRMS review meeting held on 03.02.2022, the CTA has frozen the post correction option for HoDs who have completed the post updations in the IFHRMS. Still, certain HoDs are approaching the Finance Department for making correction in the Number Statement.

4. In this connection, a review meeting has been conducted with the officials of CTA and WIPRO and it is decided to adopt the following strategy:

- a) In respect of issues of inter-changing between permanent and temporary posts and the restoration to the original post after retirement of an employee in the person oriented post for example Associate Professor to Assistant Professor, Private Secretary to Personal Assistant, etc., without affecting the overall numbers the T&A Department should support the HoDs in the cleansing activities and complete the activities at their level and this should be completed by 20.03.2022 without fail.
- b) In respect of employees for whom the salary and other allowances has not been disbursed due to Post creation issues in IFHRMS (for the posts sanctioned prior to 1<sup>st</sup> October, 2021), it was decided that the HoD shall raise a ticket to SI along with the authenticated copies of Government Orders and send a formal e-mail to T&A Department for approval. However, this shall not be applicable for the creation of vacant post. Moreover, the HoD is responsible to ensure that the total sanctioned post under each category does not exceed the original sanctioned post.

5. It is further requested that the HoDs should send a consolidated proposal to the Finance Department on or before 25<sup>th</sup> March, 2022 duly furnishing the following:

- a) Number Statement generated in IFHRMS along with MIS report on invalid post;
- b) Variance Report on IFHRMS Number Statement with the physical Number Statement already given to Finance Department of which Ticket has been raised and yet to be resolved by the SI and items still pending with the HoDs.

Yours faithfully,

  
for Additional Secretary to Government

  
4/3/22