

FAQ
(Frequently Asked Questions)

Data Validation Process

**IFHRM-Integrated Finance and Human Resource
Management System**

Data Validation Process FAQ

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Introduction

With reference to DDO master data collected from DDO offices and being used in IFHRMS software solutions, during rollout phase it was observed that there are some inaccuracies in the legacy data filled in by some of the DDO offices related to DDO master office details, Post creation and Employee Post mapping and Employee specific cut over balance details.

Pre Requisites

1. **Employee List View Details Report**
Navigation Path: Human Resource → Report Viewer
2. **Post Details Report**
Navigation Path: Human Resource → Report Viewer
3. **Number Statement, Employee data Information like SR data, Post & Pay etc.**

General Notes- DDO

1. How DDOs will get Data comparison report?

It can be downloaded from portal post login in HR initiator id, below is the navigation to download the report.

Post Login: Reports (Main Menu) → Data Comparison Report → Generate Report

2. In which login data correction to be done?

DDO login (Approver)

3. How to do data correction process in IFHRMS?

The below is navigation path for the same.

Office Master: Finance → Data Validation – DDO → Office Master Data Validation

Post Master: Finance → Data Validation – DDO → Post Master Data Validation

Employee Master: Finance → Data Validation – DDO → Post Master Data Validation

4. DDO should verify each rows as “Yes” in DDO verified Column?

Yes

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5. DDO should update all corrected columns in validation process?

No, only correction required columns to be updated.

6. Is any cutoff date maintained in DDO validation process?

Yes, as on 18th Dec 2019 data has been pulled from production for the same.

General Notes- Treasury

1. Treasury L1 & L2 can verify data before DDO complete?

No, System will not allow to do.

2. Treasury L2 can verify data before L1 complete?

No, System will not allow to do.

3. Treasury L1 & L2 to select each rows as “Verified” in Treasury verified Column?

Yes, DDOs corrected changes will be moved to production after completing DDO, L1 and L2 level.

4. Treasury L1 & L2 would expect any necessary documents for changes done in data validation process?

Yes

5. GO and Post Creation can be done at Treasury level?

Yes, Provision enabled to Treasury Admin

6. How DDO and Treasury mapping done in Data Validation Process?

As per current bill Audit mapping in Bill Module.

Office Master

1. Office details can be corrected in Office Master?

Yes

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2. How to get reference for HRA State Govt Grade, HRA Rent Free State Govt Grade and HRA Central Govt Grade?

Shall be referred government rules as well as DDO template guidelines

Post Master

1. Whether new post can be created through this process?

No, only post corrections shall be done.

2. Excess Post can be deleted through this validation process?

Yes, Excess post (refer post code) can be marked as “Yes” in duplicate flag column.

3. How to input Approver Group office and Approver Group name?

Respective post SR maintained office and concern section approval group name shall be provided as per current process.

4. How to get reference for Post related information like Category, Service Type etc. ?

Shall be referred government rules as wells as DDO template guidelines.

5. Why information like HRA State Govt Grade, HRA Rent Free State Govt Grade, HRA Central Govt Grade, CCA, Hill & Winter Allowance information asking in Post level also?

To handle such components in post level then shall be captured.

Employee Master

1. Employees basic data can be corrected?

Yes, like Name, DOB, DOJ in service, PAN with proper proof which needs to be validated by treasury.

2. HRA issues can be corrected in data validation?

Yes, Residence type Quarters Type, Quarter City Grade shall be provided as application which is handled with required validation.

3. Post shall be corrected if wrongly mapped while post mapping?

Yes, shall be corrected.

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4. How to mark duplicate employees if an office has more than one employee number with same details?

Duplicate flag column shall be selected as “Yes” to delete duplicate employees.

5. How to transfer employee to another office if post is null?

Transfer flag shall be selected as “Yes” and provide other TOCODE, DDO CODE and other Office name to move to another office.

6. Pay details can be changes?

Yes, but Pay reason and salary change date column is mandatory to change pay.