



# IFHRMS–DDO Master Data- Cleansing & Validation

## -Approach Note

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## 1. 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.

As these data items are HR related data of employees and their DDO offices, hence inaccuracies in these data were found to be impeding IFHRMS rollout and pay bill processing of respective DDO offices. Based on these observations, during Finance Secretary Review meeting of IFHRMS on 17-OCT-2019, it was instructed to formulate the process of data cleansing of DDO master data and get the legacy master data validated by associated Treasury office, before uploading the corrected and validated data back in Production Server.

## 2. Background

Integrated Finance and Human Resource Management System (IFHRMS) was conceptualized by State Finance Dept. as an IT initiative to computerize the State Finance and HRMS processes of Finance Dept. and Treasury and Accounts Dept. under its wing.

As part of this implementation, legacy data was to be provided by Department for each of the DDO offices across the state and employees associated to those office for uploading in IFHRMS Production server by Wipro and preparing the HR database of this system.

To streamline the data and collect the authentic and accurate data it was decided to collect the data from its source, i.e. from the DDO offices of the state from DDO themselves. To facilitate this legacy data collection drive from DDO offices, on Department's request Online DDO template was provided by Wipro with login credentials of each DDO officer who logged in and filled master data relates to their offices and its staff:

1. DDO Office Master data: Office details and sanctioned posts and sanctioned strength
2. DDO Post Master data: Post creation as per G.O. of those offices and employee post mapping
3. DDO office employee cutover data: details for leave balances, dues and deductions, etc.

This exercise was carried out pan Tamil Nadu state facilitated by associated treasury offices, and the data post collection was reviewed by DDO office, and submitted online for migration to Production system, for launch of IFHRMS functions for their offices.

During the course of Rollout of IFHRMS solution it was observed that a part of the data elements mapped and migrated from some of these DDO offices are not accurate or up-to-date, which came up during pilot run of the IFHRMS solution.

In order to validate and cleanse the erroneous records, decision was taken in IFHRMS review meeting on 17-Oct-2019 to review and correct the post mapping and employee specific details of the DDO offices, and validate the data through Treasury offices for updating in IFHRMS system.

It was also decided to match whatever extent data elements possible with ATBPS Web payroll system.



Wipro was requested to tabulate the DDO master data elements, compare it with its availability in Web payroll system and suggest the approach note for this round of data validation and cleansing.

### 3. DDO Master Data elements compared with Web payroll system data elements

As per decisions taken in IFHRMS Review meeting, IFHRMS DDO master data elements were catalogued and compared with ATBPS Web Payroll system, and the comparison report is given in table grid below.

Also marked in table grid below are the data elements which could be validated by Treasury team.

| S.No. | Office Master                                    | Available in Web Payroll | To be Validated by Treasury | To be validated by HOD Office |
|-------|--|--------------------------|-----------------------------|-------------------------------|
| 1     | TO Code  | Y                        | Y                           |                               |
| 2     | DDO Code   | Y                        | Y                           |                               |
| 3     | District   | Y                        | Y                           |                               |
| 4     | Office Name                                      | Y                        | Y                           | Y                             |
| 5     | Address  | Y                        | Y                           |                               |
| 6     | Type of Office                                   | N                        | N                           | Y                             |
| 7     | HOD Code   | Y                        | Y                           | Y                             |
| 8     | Reporting to (Office Name)                       | N                        | N                           | Y                             |
| 9     | HRA State Govt Grade                             | N                        | Y                           |                               |
| 10    | HRA Rent Free State Govt Grade                   | N                        | Y                           |                               |
| 11    | HRA Central Govt Grade                           | N                        | Y                           |                               |
| 12    | CCA Eligible                                     | Y                        | Y                           |                               |
| 13    | Hill Allowance                                   | N                        | Y                           |                               |
| 14    | Winter Allowance                                 | N                        | Y                           |                               |
| S.No. | Post Master                                      | Available in Web Payroll | To be Validated by Treasury | To be validated by HOD Office |
| 1     | TO Code  | Y                        | Y                           |                               |
| 2     | DDO Code   | Y                        | Y                           |                               |
| 3     | District   | Y                        | Y                           |                               |
| 4     | Office Name                                      | Y                        | Y                           | Y                             |
| 5     | Post Name  | Y                        | Y                           |                               |
| 6     | Section / Unit Name                              | N                        | N                           |                               |
| 7     | Post Code  | N                        | N                           |                               |
| 8     | Category Name (As per Service Rule of the Dept.) | N                        | N                           | Y                             |
| 9     | Pay Band & Grade Pay (Scale of Pay)              | Y                        | Y                           | Y                             |
| 10    | GO Number and Date                               | Y                        | Y                           |                               |
| 11    | Post Type  | Y                        | Y                           |                               |
| 12    | HOD Code   | Y                        | Y                           |                               |

| 13    | Head of Account (DP Code)                                 | Y                        | Y                           |                               |
|-------|---|--------------------------|-----------------------------|-------------------------------|
| 14    | Service Type  | Y                        | Y                           |                               |
| 15    | Name of the Office where SR is Maintained                 | N                        | N                           |                               |
| 16    | Office of the Appointing or Promoting Authority (LOV)     | N                        | N                           |                               |
| 17.   | Office of the Disciplinary Authority as per section 17(a) | N                        | N                           |                               |
| 18.   | Office of the Disciplinary Authority as per section 17(b) | N                        | N                           |                               |
| S.No. | Employee Data   | Available in Web Payroll | To be Validated by Treasury | To be validated by HoD Office |
| 1     | District  | Y                        | Y                           |                               |
| 2     | TO Code   | Y                        | Y                           |                               |
| 3     | DDO Code  | Y                        | Y                           |                               |
| 4     | CPS/GPF Number  | Y                        | Y                           |                               |
| 5     | Employee Number   | N                        | N                           |                               |
| 6     | Name  | Y                        | Y                           |                               |
| 7     | DOB   | Y                        | Y                           |                               |
| 8     | DOJ   | Y                        | Y                           |                               |
| 9     | PAN Number  | Y                        | Y                           |                               |
| 10    | Employee Type   | Y                        | Y                           |                               |
| 11    | Office  | Y                        | Y                           |                               |
| 12    | Post  | Y                        | Y                           |                               |
| 13    | Date of Joining in Current Post                           | Y                        | Y                           |                               |
| 14    | Pay Grade   | Y                        | Y                           |                               |
| 15    | Pay Effective Date  | N                        | Y                           |                               |
| 16    | Pay   | Y                        | Y                           |                               |
| 17    | Reason for Change   | N                        | N                           |                               |
| 18    | Next Increment Date                                       | Y                        | Y                           |                               |
| 19    | Residence Type  | Y                        | Y                           |                               |
| 20    | Quarters Type   | Y                        | Y                           |                               |
| 21    | Rented Quarter City Grade                                 | Y                        | Y                           |                               |
| 22    | Medical Allowance Applicable (Y/N)                        | Y                        | Y                           |                               |
| 23    | Bill Group  | N                        | N                           |                               |
| 24    | Personal Pay (if Any)                                     | Y                        | Y                           |                               |
| 25    | Special Pay (if Any)                                      | Y                        | Y                           |                               |

#### 4. DDO Master - Data cleansing and validation- Approach

As part of this DDO master data cleansing and validation exercise, given below is the sequence of events which have to be carried out in this exercise and the roles and responsibilities of various teams involved in this data cleansing, validation and final upload exercise.

**Step 1:** Field Mapping between IFHRMS DDO Master Template and Web payroll Master data (39/55).  
Balance non-mapped fields, source to be evaluated and finalized (16/55).

: CTA eTeam & Wipro

**Step 2:** DDO Master Data extraction from Web payroll for TO-DDO office from NIC database and shared with Wipro

: CTA eTeam

**Step 3:** Comparison between Web-payroll data and IFHRMS DDO master data and generation of exception report post comparison of data of these 2 systems in excel for each TO-DDO office.

: Wipro

**Step 4:** Hosting DDO master exception report in IFHRMS portal for DDOs to login and download the files for printing and reviewing the exception.

: DDOs

**Step 5:** Comparison and correction of Master data for matching field items (39/55) between IFHRMS data & Web payroll data excels, in exception report printouts.

: DDOs

**Step 6:** Comparison for balance non-matching field items (16/55) between IFHRMS excel data & source G.O. and other DDO office documents, in exception report printouts

: DDOs

**Step 7:** Post corrections consolidation in exception reports printouts, DDOs to login in IFHRMS and download WebADI excel containing 3 sheets: 1 each for Office Master, Post Master, Employee Master and correct data items which require correction in IFHRMS WebAdi Excel and mark such records in excel for update

: DDOs

**Step 8:** Corrected data items to be uploaded in IFHRMS staging table with help of WebAdi Excel by DDOs (date & time stamp of submission to be captured by system)

: DDOs

**Step 9:** System to display the DDO office corrected data to associated Sub-Treasury L1 Accounts officer for completed DDOs

: IFHRMS system (Wipro)

**Step 10:** Treasury L1 Accounts Officers to validate the DDO submitted corrected data and mark as “Validated”/ “To be Rechecked”, along with Remarks column update for “To be rechecked” records.

: L1 Accounts Officer at STO/DTO/PAO

**Step 11:** System to display the Treasury L1 cleared DDO office records to Treasury L2/ Superintendent Officer for cross-validation and final approval

: IFHRMS system (Wipro)

**Step 12:** Treasury L2/ Superintendent Officer cross-validates and gives final approval in system to migrate the corrected record to Production server, or returns with “To be rechecked” flag and remarks the records back to respective DDO for their re-check and update

*: L2 Superintendent Officer at STO/DTO/PAO*

**Step 13:** If Treasury returns some records backs to DDO for re-checking then DDOs to recheck and, if needed, correct the STO/DTO/PAO marked “To be rechecked” records and re-submit for re-verification for Treasury officers, with help of WebADI excel utility.

*: DDOs*

**Step 14:** IFHRMS System to display the DDO office re-corrected data to associated STO/DTO/PAO

*: IFHRMS System (Wipro)*

**Step 15:** Treasury Officers to validate the re-corrected and re-submitted records of DDOs for round 2 validation and mark as either “Validated” or “To be Rechecked” with remarks.

*: L1 Accounts Office & L2 Superintendent Officer at STO/DTO/PAO*

**Step 16:** Steps 13-15 to be repeated between DDO and STO/DTO/PAO offices till that DDO office record is all cleared, if more than 2 iterations are required to clean the DDO office records. *Recommend telephonic call for faster resolution for more than 2 iterations.*

*: DDO & STO/DTO/PAO*

**Step 17:** Once a particular DDO office all records are validated and given OK by STO/DTO/PAO office, then final electronic countersign submission of that office record to be done by STO/DTO/PAO in IFHRMS system

*: L1 Accounts Office & L2 Superintendent Officer at STO/DTO/PAO*

**Step 18:** Auto update of the records cleared and submitted through electronic countersign signoff by L1 & L2 Officers at STO/ DTO/ PAO in system from staging table to IFHRMS production server (date & time stamp captured by system)

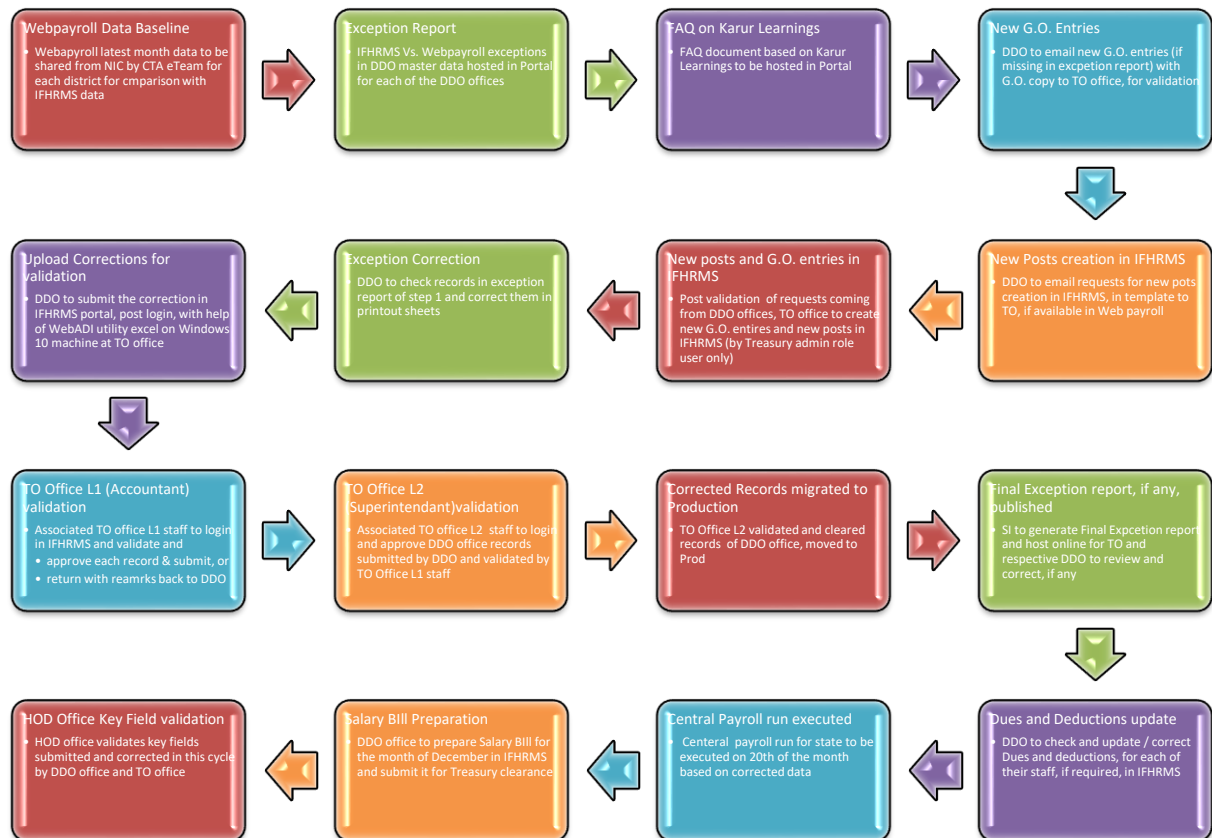
*: IFHRMS System (Wipro)*

**Step 19:** Wipro to generate and publish daily MIS reports for progress monitoring District wise, Dept. wise and DDO wise of IFHRMS master data correction and validation exercise to IFHRMS eTeam and associated District Treasury Offices.

*: Wipro*



## 5. DDO Master Data cleansing & validation: Process Flowchart



## 6. Key Learnings from Karur Pilot Site

- Missing G.O. Records Entry/Update-** For each Post record creation in IFHRMS system mandates to enter the associated Government Order Number and date and Dept. against which that post was created. In case where the WebADI excel downloaded by DDOs are missing a particular G.O. number then DDOs can approach their associated Treasury Officers with a soft copy of the G.O. and get their missing G.O. records updated in the DDO correction tool database.  
Treasury Officers are to validate the G.O. source document and if found ok, update the missing G.O. number in DDO master data correction database from the screen/utility provided to them under their login in IFHRMS.
- New Post Creation Process-** It has been observed that over the intervening months for past 2 years many transfers/new postings have not been updated in IFHRMS for some DDO offices since it was last created 2 years back. In such cases, during this data validation and cleansing exercise, there will be posts existing in Web payroll but missing in IFHRMS for a particular DDO office. In such cases, it is requested that DDO officer fills such missing post record details in an

excel template provided online and share it with associated Treasury officer for such posts creation.

Treasury officer, post scrutinizing such request with the DDO shared excel template details can login in IFHRMS and upload and create such post records with help of provided screen/utility in IFHRMS.

- c.) **Incomplete WebADI excel templates submission to be avoided-** Many times it has been observed that a particular DDO office has submitted only 1 or 2 of the 3 templates (Office Master, Post Master, Employee Master). Each DDO officer has to validate all the 3 templates and submit their associated WebADI utility files online, and not just 1 or 2 of them.
- d.) **Incomplete records validation and submission to be avoided-** Many times it has been observed that a particular STO/TO Office L1 or L2 officer has marked/updated “validated” flag against few records in the office master/post master/employee master template and not all of the records in each of these three templates. Each L1 and L2 officer designated for this exercise has to check and mark “validated” flag against each of the records present in all the three templates for any particular DDO office record which they are auditing.
- e.) **Discrepancies due to excel copy past mistakes or drag-drop mistakes-** Many times it has been observed that the records filled in by a DDO in WebADI utility excel file are incorrect because inadvertently user has done copy-paste mistake from source file, or drag and pull mistake in excel cells has been done during bulk records typing in or updating in excel file. Request be vigilant of such common excel mistakes while updating records in WebADI or validating records in WebADI excel before submission.

## 7. Responsibilities

For this DDO master data validation and cleansing exercise following set of responsibilities shall be followed:

- a.) WebADI Excel utility development – Wipro
- b.) WebADI excel data filling/update & correctness and currency of data submitted- DDO Office
- c.) Validation of the correctness, completeness of the data being submitted- TO/PAO office
- d.) Migration of TO/PAO office cleared data to Production server – Wipro
- e.) Decisions to be taken in exception scenarios, or new deviations in data set- CTA eTeam

## 8. Annexures

Annexure 1: Data Template for DDO master IFHRMS data for validation and correction.



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