



STANDARD OPERATING PROCEDURE
FOR DCRG_GPF BILLS PROCESS

Government of Tamil Nadu

IFHRMS Go-LIVE ACTIVITIES

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STANDARD OPERATING PROCEDURE
COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



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1: Introduction

1.1: Purpose of the Document

The purpose of this document is to provide a Standard Operating procedure that are to be followed by Drawing and Disbursing Officer (DDO) of various offices in all departments and TO/ATO/PAOs to view DCRG/GPF report to get NOC/Debit Certificate from DDO to Treasury and pass the DCRG/GPF Bills. A Standard Operating Procedure for this purpose is detailed below.

1.2: Intended Audience

This document is intended for all the staff/Officer who are responsible for handling the DCRG/GPF Bills Passing in Treasuries/PAOs.

1.3: Project Background / Scope

As part of Go-live activities there are various activities that need be validated by Drawing & Disbursing Officer at each office before they start working on the IFHRMS application.

1.4: References

Following templates referred during the business requirements:

- Functional Requirements which are part of contract
- Requirement gathering sessions.
- Various documents, templates (reports, notes) shared by Business Users.

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1.5: Abbreviations

Abbreviation	Expansion
DDO	Drawing & Disbursing Officer
HOO	Head Of Office
NOC	No Objection Certificate
GPF	General Provident Fund
DCRG	Death-Cum-Retirement Gratuity
NSD	Non-Statutory Deduction
SD	Statutory Deduction
PAO	Pay and Accounts Office.



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2: Standard Operating Procedure Family DCRG/GPF Bills processing.

2.1: DDO User should do Death entry and Nomination with mapping AG authorized Nominee.

- On receiving AG e-Authorizations in IFHRMS system,
 - DCRG settlement entries has been created against the employee.
 - TO/ATO/PAOs can check DCRG/GPF Authorization report and assist DDOs to do the Retirement Entry Process and mark the status of the Employee as Death.
 - DDO needs to do Nomination entry in system by mapping the AG Authorized Nominee.
 - Note: Family member name in Employee profile should Match with the AG authorized Nominee Name and share will be taken from AG Authorization.
- DDO:
 - After e-Authorizations received, DCRG Entry will be created for the employee.
 - DDOs Initiator should Complete Retirement - Death entry against the Employee in IFHRMS.
 - DDOs Initiator should do Nominations for DCRG/GPF as well.
 - Until Employee Status changed as Ex-Employee (Terminate Assignment), DCRG/GPF Bills cannot be generated for Death Cases.
 - User should enter the Family members name in profile as per the AG authorized name.

The screenshot displays the IFHRMS system interface. The top navigation bar includes icons for Home, Employee Profile, Transfer and Postings, Disciplinary Actions, Leave Process, Employee Bills and..., GTN Pay Service, and Advances. The main content area is titled 'Pre Retirement' and includes tabs for 'Int on Belated Payment', 'DCRG/Prov DCRG', and 'Provisional Pension'. On the left, there is a sidebar menu with options like 'Retirement Type', 'Death While/Missing', 'Additional Qualifying Service Update', 'Return After Missing', 'Extension of Service', 'Nomination', 'Pension', 'Pension Bulk Entry', 'Commutation', and 'Commutation Bulk Entry'. The central part of the screen shows the 'Employee Search' section with a 'Person Type' dropdown and a 'Query' button. Below it is the 'Advanced Search' section with a 'Match' radio button set to 'All' and search criteria for Employee ID, Office Name, and Post. A table at the bottom shows search results for Employee ID 43020289432, Name Suguna P, Office Name PANCHAYAT UNION PRIMARY SCHOOL, NAGAMANGALAM, and Post Head Master| 0978731.

Employee ID	Name	Office Name	Post	Action	Details
43020289432	Suguna P	PANCHAYAT UNION PRIMARY SCHOOL, NAGAMANGALAM	Head Master 0978731		



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- On Creating or Updating the Nominee Details, DDO Initiator should select the AG Authorized Nominee from the Authorized List.
- DCRG/GPF Nomination Page as follows: DDO should select Name of the Nominee as per entered family details in Employee Profile and the respective AG authorized Nominee Name from the AG Authorized Nominee LOV.

The screenshot displays the 'View / Update Nominees' form within the 'DCRG' section. The form includes the following fields:

- Transaction Number: 1323754
- Nomination Type: DCRG
- Employee Number: 43020289432
- Is Nominee a family Member?: Yes
- Name of the Nominee: G S SAISUDHARSHAN
- Relationship: Son
- Effective Start Date: 01-Jan-2023
- Effective End Date: (blank)
- AG Authorised Nominee: %
- Share to be Paid (%): 50

The 'AG Authorised Nominee' field is highlighted with a red box, indicating the selection of an authorized nominee. The 'Name of the Nominee' field is also highlighted with a red box.

- Once Selected, user can review and submit the Nomination for Approval process.
- **Note: Name of the Nominee Should Match Minimum 80% with the AG Authorized Nominee name else entry will not proceed.**

The screenshot displays the 'View / Update Nominees' form with an error message at the top: "Error: The Matching Percentage of Nominee Name given by AG and Nomine added is less than 80%". The form fields are as follows:

- Transaction Number: 1324772
- Nomination Type: DCRG
- Employee Number: 43020289432
- Is Nominee a family Member?: Yes
- Name of the Nominee: G S SAI
- Relationship: Son
- Effective Start Date: 01-Jan-2023
- Effective End Date: (blank)
- AG Authorised Nominee: SAI SUDHARSHAN G
- Share to be Paid (%): 50.00000

The error message indicates that the matching percentage between the entered nominee name and the authorized nominee name is less than 80%.

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Pre Retirement
Int on Belated Payment DCRG/Prov DCRG Provisional Pension

Back Submit Cancel

- Retirement Type
- Death While/Missing
- Additional Qualifying Service Update
- Return After Missing
- Extension of Service
- Nomination
- Pension
- Pension Bulk Entry
- Commutation
- Commutation Bulk Entry
- DCRG**
- DCRG Bulk Entry
- Pension Proposal
- Pension Proposal Employee
- Annexures Status
- Proposal Initiation
- Pension Proposal HOO
- AG Authorization ADK
- Return for AG Authorization
- Family Pension Proposal
- Family Proposal Initiation
- Family Pension Proposal Annexures
- Authorization
- Pension Authorization

Employee Details

Employee ID: 43020289432	Employee Name: Suguna P
Office: PANCHAYAT UNION PRIMARY SCHOOL, NAGAMANGALAM	Category: HeadMaster
Post: Head Master 978731	Joining Date: 11-Aug-1995
Employee Type: TN Government Servant	Grade: TNGS Time Scale Level 15 (36200 - 114800)
Retirement Date: 31-May-2029	Date of Birth: 30-Jan-1945

View / Update Nominees

Transaction Number: 1323754
Nomination Type: DCRG
Employee Number: 43020289432
Suguna P
Is Nominee a family Member?: Yes
Name of the Nominee: G.S.SAISUDHARSHAN
Relationship: Son
Effective Start Date: 01-Jan-2023
Effective End Date:
AG Authorised DCRG Nominee: SAI SUDHARSHAN G
11727681
Share to be Paid (%): 50

Approval Hierarchy

Initiator/Verifier/Approver Group

* Approver Groups: BEO MANIKANDAM

Please select the approval group and wait for the List of Performers to be populated below. Submit the transaction only when the List of Performers are populated, to avoid missing notifications.

List of Performers

Approval Level	Position	Approval Pending With	Name
1	Assistant Elementary Educational Officer 1479692	43020206079	Arunadevi C
2	Assistant Elementary Educational Officer 1479692	43020206079	Arunadevi C

HBA Application Other Advances Application **Provident Fund Application**
Advance Details Reports Advance Migration

Back Submit Cancel

- PF Initiation Entry
- PF Sanction Order Entry
- PF Balance Upload
- GPF Nominee Update**

Employee Details

Employee ID: 42020246522	Employee Name: Sahayaraj Paul M
Office: BLOCK DEVELOPMENT OFFICE, ANDHANALLUR	Category: JUNIOR ASSISTANT
Post:	Joining Date: 08-Dec-1992
Employee Type: TN Government Servant	Grade: TNGS Time Scale Level 8 (19500 - 62000)
Retirement Date: 31-Dec-2025	Date of Birth: 16-Nov-1968

View / Update Nominees

Transaction Number: 1323757
Nomination Type: GPF
Employee Number: 42020246522
Sahayaraj Paul M
Is Nominee a family Member?: Yes
Name of the Nominee: S AROKKIYAJESI
Relationship: Spouse
Effective Start Date: 01-Jan-2022
Effective End Date:
AG Authorised DCRG Nominee: AROKIA JESSIE S
59449
Share to be Paid (%): 100

Approval Hierarchy

Initiator/Verifier/Approver Group

* Approver Groups: Common Approval Group - SR - 26227

Please select the approval group and wait for the List of Performers to be populated below. Submit the transaction only when the List of Performers are populated, to avoid missing notifications.

List of Performers

Approval Level	Position	Approval Pending With	Name
1	Deputy Block Development Officer Audit 721460	42021070756	Gerald J
2	Deputy Block Development Officer Audit 721460	42021070756	Gerald J

- DDO Initiator review the Entry and Submit for Approval process.
- Login as DDO Approver user and Approve the Pending Nominee request entry.

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Home >

View / Update Nominees Request is pending for your approval. Approve Reject Reassign

To Arunadevi C
Sent 27-Jul-2023 12:25:42
ID 67409127

Employee Details

Employee ID	43020289432	Employee Name	Suguna P
Office	PANCHAYAT UNION PRIMARY SCHOOL, NAGAMANGALAM	Category	HeadMaster
Post	Head Master 978731	Joining Date	11-Aug-1995
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 15 (36200 - 114800)
Retirement Date	31-May-2029	Date of Birth	30-Jan-1945

Details

View / Update Nominees

Transaction Number 1323754
Nomination Type DCRG
Employee Number 43020289432
Suguna P

Is Nominee a family Member? Yes
Name of the Nominee G. S. SAISUDHARSHAN
Relationship Son
Effective Start Date 01-Jan-2023
Effective End Date
AG Authorised DCRG Nominee SAI SUDHARSHAN G
11727081
Share to be Paid (%) 50

Attachment File

View / Update Nominees Request is pending for your approval. Approve Reject Reassign

To Gerak J
Sent 27-Jul-2023 17:34:06
ID 67409135

Employee Details

Employee ID	42020246522	Employee Name	Sahayraj Paul M
Office	BLOCK DEVELOPMENT OFFICE, ANDHANALLUR	Category	JUNIOR ASSISTANT
Post		Joining Date	08-Dec-1992
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 8 (19500 - 62000)
Retirement Date	31-Dec-2025	Date of Birth	16-Nov-1968

Details

View / Update Nominees

Transaction Number 1323757
Nomination Type GPF
Employee Number 42020246522
Sahayraj Paul M

Is Nominee a family Member? Yes
Name of the Nominee S ARCKKIVAJESI
Relationship Spouse
Effective Start Date 01-Jan-2022
Effective End Date
AG Authorised DCRG Nominee ARCKIA JESSIE S
58948
Share to be Paid (%) 100

Attachment File

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Action History

Sequence	Name	Position	Action	Date	Notes
1	Rajalakshmi P	Accountant Accountant 395332	Submitted	27-Jul-2023 17:33:36	

- Do the same process for adding Multiple Nominees along with share details.
- On completion of Nomination entry, system will be able to generate DCRG/GPF bill for Nominee beneficiaries.
- DDO should submit the NOC/Debit Certificate details of the employee to the respective treasury to pass the DCRG and GPF bills respectively.
 - If any recovery (SD/NSD) is pending to be recovered in DCRG/GPF bill, DDOs should share the recovery details in NOC.
 - Physical Copies of NOC details should be submitted by DDO to TO/ATO/PAOs for proceed the DCRG/GPF Bills.



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2.2: DCRG/GPF Bills Auto - generated as Draft.

- Once DDO submitted the NOC/Debit Certificate details of the ex-employee to the respective treasury,
 - If any recovery (SD/NSD) is pending to be recovered Mentioned in NOC, TO/ATO/PAOs Bill Initiator shall add recovery details in Bill recovery Lines or NSD in bill beneficiary lines.
 - TO/ATO/PAOs Bill Initiator can attach the Physical Copies of NOC/Debit Certificate details submitted by DDO in the bills attachments at the time processing the bills.
- From DCRG/GPF Authorization Report, user can view the bill number against the Ex-Employee/PPO no./Authorization No. and search in bills page. Click on update to update the Bill recovery.
- Click on Details to view the Bill details like Bill lines, Beneficiary lines etc.
- Check Bill line amount details and select the Bill line to Add recovery line for SD.

The screenshot shows the 'Bill Search Page' with a search form and a table of results. The search form includes fields for Bill Number, Treasury Token Number, Bill Date From, Bill Date To, Bill Status, Expense Type, and Detail Head. A red message states: 'Please select Bill number or Treasury Reference Number or Expense Type Mandatorily before clicking "Go" button to get the search results faster.' The table below shows one result:

Bill Number	Bill Creation Date	Bill Type	Expense Type	Detail Head	Bill Amount	Bill Status	Treasury Token Number	Bill Submission Date	Update	Detail	Print
1506000423070005	27-Jul-2023	Retirement Benefits (Manual)	DCRG Treasury	32801	2,000,000.00	Draft					

The screenshot shows the 'Bill Search Page' with a search form and a table of results. The search form includes fields for Bill Number, Treasury Token Number, Bill Date From, Bill Date To, Bill Status, Expense Type, and Detail Head. A red message states: 'Please select Bill number or Treasury Reference Number or Expense Type Mandatorily before clicking "Go" button to get the search results faster.' The table below shows one result:

Bill Number	Bill Creation Date	Bill Type	Expense Type	Detail Head	Bill Amount	Bill Status	Treasury Token Number	Bill Submission Date	Update	Detail	Print
1506000423070006	27-Jul-2023	Retirement Benefits (Manual)	GPF Final Settlement (Manual)	80201	245,034.00	Draft					

- View the bill Details to verify the Nominees Account details.



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- Select the Recovery HOA details with recovery amount, so that the Net Amount in Bill lines and Bill amount will be reduced (Invoice Amount-Recovery Amount is Net).
- Then check the Nominee beneficiary details and add the NSD details (whenever requires as per NOC) in Beneficiary tab of the bill. Beneficiary Type as Non-Statutory Deduction and select the Beneficiary Code as per NSD Master for the NSD beneficiary.
- Attach the required documents and proceed the bill up to payment level from draft status. Select Approval group and submit for Approval process.

Bills Bills report

Bills: Bills > Bill Creation Page > Bill Search Page >

Bills Page View Budget Back Verify Cancel Bill View Budget Details

Bill Type Retirement Benefits (Manual) Bill Creation Date 27-Jul-2023
 Bill Status Draft Bill Number 1506000423070005
 Bill Amount 2,000,000.00 Treasury Ref Date
 Bill Source Manual Treasury Token Number

DDO/Account Details

DDO Name ASSISTANT TREASURY OFFICER,TIRUCHIRAPPALLI DDO Code 15060004
 Treasury / PAO Name ST TIRUCHIRAPPALLI Treasury / PAO Code 1506
 Audit Unit Name Audit Approval Group - SECTION A - A 2- 326 Audit Section Name A
 Expense Type DCRG Treasury Expense Type Code 04019
 Budget Authority Pension and Other Retirement Benefits Budget Authority Code 05001
 Beneficiary Type Retired Employees Available Budget Amount 0

Description

DCRG - F1727081

Bill Lines Beneficiary Enforcement Slip Check Points Action History Duplicate Beneficiary

Beneficiary Details

Beneficiary Type	Beneficiary Code	Beneficiary Name	Payment Type	Bank Account No	Bank IFSC	Bank MICR	Bank Name	Bank Branch	USPRD	* Amount
DCRG Nominee	43020289432	SAI SUDHARSHAN G	ECS/RTGS/NEFT/IMPS	0963101018787	CNRB0000963		CANARA BANK	THATHIENGARPET	15060004	1000000
DCRG Nominee	43020289432	GOVINDASAMY P	ECS/RTGS/NEFT/IMPS	0963101017170	CNRB0000963		CANARA BANK	THATHIENGARPET	15060004	1000000

Total Beneficiary Count 2 Total Beneficiary Amount 2000000

Attachment Section

Search
 Note that the search is case insensitive
 Title Go
 Show More Search Options

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Initiator/Verifier/Approver Group

* Approver Groups Bill Creation Process-STO Trichy

Please select the approval group and wait for the List of Performers to be populated below. Submit the transaction only when the List of Performers are populated, to avoid missing notifications.

List of Performers

Approval Level	Position	Approval Pending With	Name
1	Assistant Treasury Officer(ATO)301043	16020130747	Sumathi S

- Once Payment Batch completed, the DCRG token details should entry in 81Register, and Payment Success details has been shared with AG.
- If any corrections found in AG e-Data, treasury can do Erratum/Return process.
- If any corrections found in GPF e-Authorization, only Return Process. AG will authorize a new Authorization.



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2.3: Expiration of e-Authorizations

- E-Authorizations expiration period for DCRG is 1Year and for GPF is 6months.
- Hence, DCRG and GPF Bills should be settled within the validity period of authorizations, once e-Authorizations received.
- When DCRG/GPF Bills has not been settled before the expiry date, the authorizations become invalid, invalid status should be updated against the entries and intimated to AG for re-authorization.
- Draft Bill needs to be canceled and non-payment certificate to be issued and sent back to AG.
- Re-Authorization Process:
 - After re-authorizations, the same above said process [2.1](#) (Nomination updates) or [2.2](#) (Treasury/PAO side bill processing) will be done for the GPF/DCRG.
 - Treasury should process bill from their level as DDO to Payments as Treasury level to generate ECS Batch.
 - After the ECS batch creation completed, Bill - Token details will be added in 81 Register and will be shared with AG.

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Open and Closed Issues for this Deliverable

██████████

Open Issues

Process Id	Issue	Responsibility	Target Date	Impact Date

██████████

Closed Issues

ID	Issue	Resolution	Responsibility	Completion Date	Remarks

*****End of the Document *****