# 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,**

**Sub:** Department of Treasuries and Accounts - IFHRMS - pay roll activities- recent updates and reinforcement points-Advisory No. 2/2023 -communicated-Reg

**\*\*\*\*\*\*\*\*\***

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

## A) 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 pay related transactions.

The user is requested to follow the navigation/path for the activities related to the Payroll in HRMS module.

| S. No. | Module and Sub Module | Activities | Path/Navigation |
|---|---|---|---|
| 1 | HRMS-Payroll | Transfer entries and Relieving order entries (Including Foreign Service and Training Cases) | HRMS>Transfer & Posting>Transfer Entries and Relieving order entries (Including Foreign Service and Training Cases)>Transactions Notification complete to Approval. |
| 2 | HRMS-Payroll | Joining Report entry by individual and joining entries, Transit Pay entries by DDOs | **Joining Entry:** Employee Self Login> Transfer Joining Report Entry. HRMS Initiator ID>Transfer & Posting>My saved List>Update entry>Transactions Notification complete to Approval |
| 3. | HRMS-Payroll | Transit Period | HRMS Initiator ID>Transfer & Posting>Transit Period entry>Transactions Notification Complete to Approval. |

| 4. | HRMS-Payroll | Post Continuation G.O.entries | HRMS>GTN Pay Services >Temporary Post Continue Order > Call Webadi>Update |
|---|---|---|---|
| 5. | HRMS-Payroll | Increment Entries | HRMS>GTN Pay Services > Annual Increment. |
| 6. | HRMS-Payroll | Pay Fixation Entries | HRMS >GTN Pay Services >Pay Fixation Entries > Update Salary >Transactions Notification Complete to Approval |
| 7. | HRMS-Payroll | Special Grade, Selection Grade, Incentive Increment, Bonus Increment etc. | HRMS>GTN Pay Services>Increment & Rewards>Bonus Increment, Post Graduate Incentive Increment, Retirement Increment, Selection Grade, Special Grade, Stagnation Increment>Transactions Notification Complete to Approval. |
| 8. | HRMS-Payroll | Correction in Due and Deductions | Finance>Pay Services>Dues and Deductions>Transactions Notification Complete to Approval. |
| 9. | HRMS-Payroll | Income Tax Deduction amount | Finance>Payroll Service>Dues and Deductions>Transactions Notification Complete to Approval (or) Finance>Pay Service>Income Tax Add/Update Webadi-update. |
| 10. | HRMS-Payroll | Non Statutory Deduction (NSD) updation | Finance> Payroll> NSD—Create, Delete, Update |
| 11. | HRMS-Payroll | GPF subscription updation (Only in March) if any | Finance> Payroll Service>GPF subscription Update>Transactions Notification Complete to Approval. |
| 12. | HRMS-Payroll | Leave Application Entries | HRMS>Leave Process > Update > Transactions Notification Complete to Approval. |
| 13. | HRMS-Payroll | Leave Sanction Entries | HRMS>Leave Process>Leave Sanction entries update > Transaction Notification Complete to Approval. |
| 14. | HRMS-Payroll | Disciplinary action entries | HRMS>Disciplinary Actions, Suspension>Update>Transactions Notification Complete to Approval. |

| 15. | HRMS-Payroll | Retirement / VRS / Death entries etc. | HRMS>Pre Retirement>(like-Retirement Type, Retirement Order & If employee was diseased-Death While in Service / Missing) Update entries> Transactions Notification Complete to Approval. |
|-----|--------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

All Pay and Accounts Officers and Treasury Officers are requested *to circulate the above advisory to all subordinate officers and Drawing and Disbursing Officers.* Proper and effective dissemination of the above messages to all stockholders is expected to have an impact on independent functioning of the end-users and reduction of avoidable tickets.

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Sd/-
**Commissioner of Treasuries and Accounts**

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**Copy to**

All Regional Joint Director of Treasuries and Accounts.

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// forwarded by order //

**Chief Accounts Officer (e-Team)**

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