

## TREASURIES AND ACCOUNTS DEPARTMENT

**From**  
**Thiru.K.Vijayendra Pandian, IAS,**  
Commissioner of Treasuries and Accounts,  
No.571, 3<sup>rd</sup> Floor,  
Perasiriyar K. Anbazhagan Maligai,  
Anna Salai, Nanadanam, Chennai-35.

**To**  
All Pay and Accounts Officers,  
All Treasury Officers,  
All Sub Pay and Accounts Officers

**Rc.No.CTA /292/IFHRMS/2023, dated: 30.10.2023**

**Sir/Madam,**

**Sub:** Department of Treasuries and Accounts- IFHRMS-Recent updates and re-orientation points in IFHRMS- Advisory No.3/2023-communicated-Regarding.

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

### **Recent updates in IFHRMS:**

S.No.	Module and Sub Module	Details
1.	Pension-Commuted Value of Pension.	The percentage of commutation of pension has been restricted to 33 1/3 % for Government Employees, 40% for AIS Officers and 50% for Judicial Officers. Now validation has been given for percentage change based on the above category of employees so that not to exceed the maximum limit.
2	Pension fixation Webadi	Provision has been given to upload the details of the bulk number of pensioners in Webadi to verify the Pension fixation.
3	NPS-Payment of Employee and Employer contribution-NPS NSDL interface bill generation process.	Provision has been given for generation of NPS NSDL interface bill generation process for the payment of employee and employer contribution to NSDL. <b><u>Path:</u></b> ➤ Finance->Payroll process->check bill outer page & encasement slip for regular salary bill ->Initiator to generate NPS NSDL report and validate the output report->upload output report to NSDL Portal->process the GTN NPS interface bill generation.

		<ul style="list-style-type: none"> <li>➤ Verifier and approver need to check in Notification.</li> <li>➤ SOP attached as an annexure (1)</li> </ul>
4.	CPS e-Authorization	<p>End to End processing of CPS final settlement for the employees (Superannuation, VRS, Deceased, Terminated and Medically Invalid) through IFHRMS (Employee-&gt;DDO-&gt;CPS/GDC) has been enabled.</p> <p>The employee has to initiate CPS final payment request after retirement from Employee Self Service.</p> <p><b>Navigation:</b></p> <ul style="list-style-type: none"> <li>➤ Employee Self Service-&gt;DDO Initiator-&gt;CPS cell 1 Initiator-&gt;GDC Initiator-&gt;CPS Cell 2 Initiator-&gt;Final authorization -&gt; Notification to DDO to generate bill.</li> <li>➤ Verifier and approver need to check in Notification.</li> <li>➤ SOP attached as an annexure (2)</li> </ul>
5.	Additional Charge Allowance	<p>Provision has been given to change in element entry creation for Additional Charge Allowance claim process.</p> <ul style="list-style-type: none"> <li>➤ HRMS-&gt;Employee Bill &amp; Other Process-&gt;Additional Charge Allowance-&gt;order entry-&gt;completion entry-&gt;Allowance entry-&gt;Bill process</li> <li>➤ Verifier and approver need to check in Notification.</li> </ul>

**Re-orientation points**

S.No.	Module and Sub Module	Details
1.	Transfer Entry/Alteration Memorandum	<p>Provision is available for making Transfer Entry/Alteration Memorandum in IFHRMS for correcting the mis-classification of accounts. All TOs/PAOs are instructed to propose necessary AM/TE in <b>IFHRMS only</b> to incorporate rectification in the monthly accounts and avoid manual correction in the Sub Accounts STRICTLY.</p>

2.	E-Challan Verification DDO	<p>The provision is available to Drawing and Disbursing Officers (DDOs)/Service Delivering Officers (SDOs) for verification of e-chalan remittances made by General Public, Employees, Pensioners and DDOs using the IFHRMS application to ensure that the money has actually been remitted and received in Government Account. This verification should be made before initiation of a service for which the money has been remitted.</p> <p><b>Path:</b></p> <ul style="list-style-type: none"> <li>➤ Portal-&gt;Login with DDO user ID and PW-&gt;e-challan drop down menu-&gt; click e-challan search option-&gt;enter challan number, phone number of the remitter (optional) and input captcha shown in the screen-&gt;click on search button for details.</li> <li>➤ SOP attached as an annexure (3)</li> </ul>
3.	e-Challan refund process	<p>Provision is available to refund the amount remitted through e-challan by the individuals/beneficiaries who erroneously entered the D.O. Code &amp; D.P.Code of the concerned Department Head of Account (HOA) and deposited the amount while making the payment through e-challan. The individuals/beneficiaries should give a request to the concerned for refund who is competent for the refund of the amount remitted through e-challan and generate the refund bill after the issue of orders by that competent authority.</p> <p><b>Path:</b></p> <ul style="list-style-type: none"> <li>➤ GTN Finance-&gt;Challan-&gt;Challan Home Page-&gt;Challan search-&gt;click on any challan details for refund.</li> <li>➤ After click on refund button-&gt;refund amount column and generate bill will be get enabled in service details.</li> <li>➤ After entering the refund amount, click generate button to create bill for that challan number.</li> <li>➤ Bill generated for the challan and successful confirmation obtained.</li> <li>➤ SOP attached as an annexure (4)</li> </ul>

4.	Usage of DSC and Login credentials	The Digital Signature Certificate dongle issued for approving bills is not transferrable to any person. The user has to keep his dongle in safe custody and uses it by him only for approval of bills. Further the user should not share his Login credentials to any person and he has to change his password whenever necessary at frequent time for security reasons.
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All Pay and Accounts Officers and Treasury Officers are requested to circulate this to all the subordinate officers and concerned Drawing and Disbursing Officers to sensitize them to adhere the above instructions. If required re-orientation sessions needs to be organized to disseminate the updates to all the DDOs and end users for effective usage.

Encl.: as above

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

To

All Pay and Accounts Officers,  
All Treasury Officers  
All Sub Pay and Accounts Officers

Copy Submitted to  
The Principal Secretary, Finance Department,  
Secretariat, Chennai 600 009.

Copy to  
All Regional Joint Director of Treasuries and Accounts.  
(To ensure proper and complete dissemination to all the stakeholders)

// forwarded by order //

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

*1.11.2023*  
*21.10.2023*  
*01.11.2023*