

**TREASURIES AND ACCOUNTS DEPARTMENT**

**From**

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**To**

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

**Rc.No.CTA/292/IFHRMS/2023, Dated:21 .12.2023**

**Sir/Madam,**

**Sub:** IFHRMS-Recent updates and re-orientation points in  
IFHRMS- Advisory No.4/2023-communicated- regarding

**Ref:** 1. This Office letter Rc.No.CTA  
/292/IFHRMS/2023,dated:30-10-2023.  
2. This Office letter Rc.No.CTA  
/292/IFHRMS/2023,dated:03-10-2023.

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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:**

<b>Sl. No</b>	<b>Module and Sub Module</b>	<b>Details</b>
1.	Implementation of Direct Treasury release procedure.	<p>The Government has issued guidelines for streamlining the fund release mechanism for few major schemes from "advance drawal mode" to Direct Treasury release" mode on reimbursement basis to the end beneficiaries (DBT). Accordingly, few State PSUs will be provided with DDO code for drawal of bills at the Treasuries/PAOs.</p> <p>The PAOs /TOs are requested to (1) create new DDO code for the concerned state owned entities based on the letter issued by the respective Administrative Department in Secretariat (2)Necessary training on Budget, Bills, MIS reports, ECS Payment/Return verification etc. needs to be imparted to the new entrants.</p>
2	<b>OPPAS</b> -Online Pension and Provident Fund Authorisation System-Pre filled Form-5 generation and online submission to AG	<p>The provision has been developed in IFHRMS for sending the pension proposal of the employees through online to the Accountant General as inbound data. The outbound data of the sanctions received from Accountant General is being consumed for draft bills generation.</p> <p>As first phase of implementation, the DDOs of Madurai and Coimbatore regions are sending the online proposals to AG from 1<sup>st</sup> August onwards.</p> <p>The key observation on the proposals being sent are 1. <b>The system generated Form-5 has not been enclosed with the proposals. Instead the manually filled Form-5 is being enclosed by some</b></p>

		<p><b>of the Offices, which is not acceptable.</b> The corrections and revised submission delays the process unnecessarily.</p> <p>2. The checklist to ensure the correctness of eSR with physical SR is not being attached by the DDOs.</p> <p>3. The acknowledgement slip (system generates on final submission to AG by the approver) is not being pasted on the Physical SR.</p> <p>Therefore all the PAOs/TOs are requested to sensitize the DDOs to adhere the instructions already issued and to ensure the correctness of the proposal as per the check list of the Accountant General.</p>
3	MIS reports enabled for monitoring GPF/CPS/ DCRG bills	<p>MIS report to monitor the retirement benefits process, right from initiating proposals till final settlement has been provided.</p> <p>By selecting the date range for retirement, this report gives the details of</p> <ul style="list-style-type: none"> <li>(i) Number of retirees</li> <li>(ii) Number of online proposal sent to AG/GDC</li> <li>(iii) Number of Authorization received from AG/GDC</li> <li>(iv) Number of authorization for which payment made</li> <li>(v) Number of authorization pending.</li> <li>(vi) Place of pending i.e TO or DDO.</li> </ul> <p>The RJDs/PAOs/TOs are requested to</p> <ul style="list-style-type: none"> <li>(1) Check the MIS every day and expedite the progress</li> <li>(2) Share the MIS periodically with DDOs to take necessary immediate action to put retirement entries and send NoC.</li> </ul> <p><b>Path:</b>  <a href="https://www.karuvoolam.tn.gov.in/Misreports/PensionProposal">https://www.karuvoolam.tn.gov.in/Misreports/Pension Proposal</a></p>
4.	Sanctioner role for correspondent/ secretary of Aided Schools.	<p>Provision has been enabled in IFHRMS to create a role namely "Sanctioner" for correspondent/secretary of Aided Schools in approval group to approve the HR entries and Salary grant bills.</p> <p>The PAOs / TOs are requested to issue necessary instructions to the Aided Schools to obtain Sanctioner ID for the Correspondent/Secretary from the concerned DEO/BEO and impart training if necessary for approval of bills and HR entries.</p>

5.	Bank Account creation	<p><b>Issue:</b> On verification of the ECS returns, it was observed that most of the Account number of the beneficiaries is dummy account number and it was noted like "00000000" or "11111" "12345678". This mistake causes undue delay in crediting the amount to the beneficiaries.</p> <p><b>Advise:</b> PAOs/TOs/ATOs are requested to verify the Bank account number of the beneficiaries in the ECS annexure especially while passing the bulk beneficiary bill such as OAP, UPAT, Differently abled benefit schemes etc.,</p>
6.	Deposit	<p><b>Then :</b> While creating adjustment bills in deposit, the PD account number was not shown at verifier level.</p> <p><b>Now :</b> The option for showing PD account number is available in verifier level for the Deposit Adjustment bills.</p>
7.	Deposit	<p><b>Then :</b> In deposit adjustment, option not available to cancel the request number after moved to draft level.</p> <p><b>Now :</b> The cancel option available in Adjustment/AM.</p>
8	Deposit	<p><b>Then :</b> The adjustment HOA with PD number not shown in Adjustment page to correct the wrongly paid amount.</p> <p><b>Now :</b> The HOA is showing with PD number in Adjustment Page.</p>
9	Payment of Non Service PG Doctors Stipend	<p><b>Issue:</b> The stipend bills of NSPG doctors are getting audited for want of CPS deduction.</p> <p><b>Clarification:</b> Provision to update a Department ID (internal reference number) instead of CPS Number for the Non Service PG doctors has been enabled in IFHRMS. Hence, those bills can be processed without recovering CPS amount .</p> <p>Hence all the PAOs/TOs are requested to inform the DDOs of the Medical Department to create and use department's reference number in place of CPS number for the Non Service PG Doctors for generating the Non Service PG Stipend bills without CPS recovery.</p>

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.

VIJAYENDRA PANDIAN K  
**Commissioner of Treasuries and Accounts**

Signed by  
K Vijayendra Pandian  
Date:21-12-2023 19:49:02

**Encl.:** as above

**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)

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