

TREASURIES AND ACCOUNTS DEPARTMENT

From

Thiru. K. Vijayendra Pandian, IAS
Commissioner of Treasuries and Accounts
3rd Floor, Perasiriyar K. Anbazhagan
Maaligai, 571, Anna Salai,
Nandanam, Chennai-35.

To

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

CTA(e-file)/292/IFHRMS/2023, Dated 31-01-2024

Sir/Madam,

Sub: IFHRMS-Recent updates and re-orientation points in
IFHRMS- Advisory No.5/2023-communicated-Regarding.

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).

Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Annual Increment	<u>Issue:</u>	It is seen that some of the DDOs are using the "update salary" option for sanctioning the regular Annual Increment of the employees. This may result in non updation in eSR Report and affect subsequent year's Annual Increment process and updation of the same in eSR.
		<u>What to Do:</u>	To use the "Annual Increment Programme" under GTN pay service module for sanctioning the increment to the employees. For confirming eligibility of the employees, "Only Report" option can be processed and after verification of the correctness, "Process with report" can be generated.
		<u>Path:</u>	HR->Pay Services->Increment->Annual Increment
2	Remittance of over payment	<u>Issue:</u>	It is seen that some of the DDOs are remitting the recoveries of over payment pertaining to the previous year(s) under the DH code 37702 and the previous year (s) under regular Detailed Head code like 30101, 30401, 34501 etc. under the concerned Head of Account, which is not a correct procedure.
		<u>What to Do:</u>	The Government have directed that the following procedure to be adhered for remitting the recoveries of over payment whether made in cash or by short drawal from a bill. <u>Same Financial Year:</u>

			<p>Amount should be remitted in concerned service head of account under same Detailed Head code like 30401, 34501 etc.</p> <p>Previous Financial Year (s): The recoveries of over payment shall only be remitted/booked under distinct minor head "911-Deduct-Recoveries of overpayments" below the concerned major/sub major head of account and under DH code 37702, 37703, 37706 etc. The PAOs/TOs are requested to inform the DDOs to adhere the above instructions of the Government without fail.</p>
		Reference:	Letter No.37322/B.Coord/2022, Finance (B.Coord) Department, Dated 23.07.2022
3.	Non Recovery of Deduction for IT purpose.	Issue:	Ticket Request are being received from DDOs for not to recover certain mandatory deductions such as GPF Loan Recovery, HBA Loan recovery etc. and change of instalment number thereafter.
		What to do:	All the deductions (mandatory recoveries and Loan recoveries) shall be recovered from the salary of the employee without omission and no recovery shall be left at any cost. The PAOs/TOs are requested to guide the DDOs accordingly and not to raise the tickets for non-recovery of any deductions for any purpose and the option for deletion of recovery element has been removed.
4.	Format for Fund Utilization/Fund availability certificate (Direct Treasury Payment for Boards and Corporation)	Issue:	Passing of scheme related bills presented by Boards and Corporations-Format prescribed for Fund utilization/Fund availability to be attached with the bill. Instruction issued by Government for passing of bills.
		What to do:	<p>The Government have issued a prescribed format for Fund Utilization/Fund Availability certificate for the balance amount in the PD Account and Bank Account of SoEs for schemes which have been identified for conversion to Direct Treasury release method and requested to adhere the following instructions.</p> <ol style="list-style-type: none"> 1. Work-wise break-up should tally with the balance available in the Bank Account as on date. 2. If balance is available in the bank account for any work, such amount should be first spent and the bill to treasury should be claimed for the remaining amount only. 3. The format should be attached for all

			<p>bills to the treasuries, till the bank account balance is made "NIL".</p> <p>4. Treasuries should verify the correctness of the amounts by comparing with the previous statements.</p> <p>5. Treasuries should not pass the bill for the works having balance in the bank account.</p> <p>The PAOs/TOs are requested to follow the instructions of the Government while admitting the scheme bills under Direct Treasury release method.</p>
		Reference:	Letter No.29226/RDMU/2023-13, Dated 12.01.2024
5.	Transfer of DSC and roll assignment to new incumbent upon transfer of an employee	Issue:	It is in practice that whenever the employee get transfer, the employee not handing over the DSC allotted to him. Further the re-assignment of role to the newly joined incumbent by the competent authority is not being done.
		What to do:	The PAOs/TOs are requested to inform the DDOs to issue orders for transferring the role assigned by the employee in the transfer order itself so that the employee handover the DSC to the new incumbent. This enable automatic transfer of work notification to the new incumbent.
6.	Correct NOC to be given by DDOs	Issue:	Many ticket request are being received to cancel the system generated DCRG bills due to receipt revised NOC from the DDOs.
		What to do:	The PAOs/TOs are requested to guide the DDOs for the submission of correct NOC in one-go to avoid unnecessary tickets and time delay in DCRG Payment.

2. Whats New in IFHRMS:

S.No.	Module and Sub Module	Details
1.	Bill Module-Paybill-Plus and minus memo report for salary bills	Provision has been given to DDOs to generate the bill wise Plus and Minus Memo report for Salary bills, so as to verify the correctness of the claims. Elementwise Differences in Dues and Deduction will be displayed in separate tabs while clicking the concerned navigation entries in the report. PAOs/TOs to ensure the usage of this report by all DDOs for all salary bills without fail.
2.	Bill Module- Pay bill-Default Salary settlement date	Validation has been enabled to restrict users to assign prior dates to last working day of the concerned month as settlement date for the disbursement of salary/Pension.
3.	Bulk beneficiary details – download to excel	Provision has been given to download beneficiary details in Excel at treasury Auditor L1 level for salary and Non Salary bills to cross check and validate duplicate beneficiaries.
4.	Bill Module- Beneficiaries	Prevailed Issue related to displaying more than one

displaying more than one time.	beneficiary in duplicate beneficiary tab has been fixed. Now users can view all duplicate beneficiaries pertaining to the concerned bill in the duplicate beneficiary tab.
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All Pay and Accounts Officers and Treasury Officers are requested to circulate this advisory 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

Encl.: as above **Signed by**

To

K Vijayendra Pandian

Date: 31-01-2024 15:49:10

All Pay and Accounts Officers,

All Treasury Officers

All Sub Pay and Accounts Officers

Copy to

1. All Regional Joint Director of Treasuries and Accounts.

(To ensure proper and complete dissemination to all the stakeholders)

2. Department of Finance, IFHRMS, T&A-III

3. M/s Wipro Limited. (For uploading in portal)

//Forwarded by order//

Chief Accounts Officer(e-Team)

31/01/24

31.1.2024