

## **Modifications on 09.09.2025**

1. The procedure for updating vouchers and reflecting General Provident Fund (GPF) advances—whether refundable or non-refundable—is executed within the bill-clerk module, specifically addressing those GPF bills that have been passed in IFMS yet remain unprepared in iHRMS. The process involves the bill clerk entering the GPF sanction details into the system; once saved, the entry is validated and submitted, thereby generating a request to the current Accounts Maintenance Authority (AMA). If the data is verified and matches the relevant records, and following the requisite declaration by the AMA, the transaction is duly posted to the GPF ledger.

**Note:** It is imperative that the interest for the relevant financial year remains unlocked during this process. Upon successful verification of the GPF sanction or withdrawal amount, payee code, and IFMS bill number, these details are displayed for confirmation and subsequently reflected in the ledger.

2. The system has been enhanced to allow reporting officers to view leave-related attachments directly within the interface. Specifically, when reporting officers access leave records, they may now open associated documents via a pop-up window—rather than being redirected to a separate browser tab. This improvement also applies to the leave application process: during the processing of leave requests, attachments are now displayed in a modal pop-up, streamlining the review workflow.

## **Modifications**

1. Several new reports have been added to provide better tracking and management of APAR/ACR records. The available reports are as follows:
  - List of employees whose APAR/ACR has not been initiated
  - List of employees whose APAR/ACR is not approved and is pending with the custodian
  - List of employees whose APAR/ACR has been approved
  - Employees whose APAR/ACR establishment parameters are pending at the custodian level
  - Employees whose APAR/ACR establishment parameters have been set at the custodian level
  - List of employees where the hierarchy officer is marked as "NA"
  - List of employees with hierarchy officer marked as "NA" and certificate not uploaded
  - List of employees with hierarchy officer marked as "NA" and certificate uploaded
  - List of employees whose APAR/ACR has been converted to NRC
  - List of employees whose APAR/ACR has been auto-forwarded from Employee to the next level
  - List of employees whose APAR/ACR has been auto-forwarded from Deputy Commissioner to the next level
  - List of employees whose APAR/ACR has been auto-forwarded from Reporting Officer to the next level

- List of employees whose APAR/ACR has been sent back to the custodian by a hierarchy officer
- List of employees whose APAR/ACR has been sent back and is currently pending with the custodian branch
- List of employees who have submitted representations regarding their APAR/ACR
- List of employees who have acknowledged and accepted their APAR/ACR grading/marks

2.

#### uperannuation Pension Cases – Handling Deceased Pensioners:

- For superannuation pension cases processed through IHRMS, once the e-PPO is received, the concerned employee can perform e-signing. However, in cases where the pensioner is not alive at the time of pension case processing, the DTO/DDO must first select the appropriate option to indicate whether the pensioner is alive or not.
- If "Not Alive is selected by the DTO/DDO:
- The application form and self-declaration will automatically update to reflect a family pension case.
- Reports and documentation will then be generated on behalf of the applicant (family member) instead of the pensioner.
- Additionally, the case will be converted accordingly, and the generated XML file will include the date of death as entered by the DTO/DDO.
- DDO Selection by DTO for Pension Processing:
- DTOs now have the ability to select the appropriate DDO from a displayed list based on the employee's \*posting/establishment\* for further processing of the pension case. This ensures the correct DDO is associated with the case.

3. Handling Incorrect DDO in NOC Requests:

- In situations where an incorrect DDO has received a No Objection Certificate (NOC) request initiated by the DTO:
- The DDO can send back the request to the concerned DTO.
- The DTO can then reassign the correct DDO for processing the NOC related to the pension case, which is to be processed via the bank under PSP (Pension Sewa Portal).

4. Mid-term APAR can now be initiated under specific circumstances, including:

- Employee proceeding on Ex-India Leave
- Resignation by a Constitutional Authority

- Employee is due for retirement
- Hierarchy officer is due for retirement
- This functionality has been made live. Custodians are now authorized to initiate the APAR in such cases based on the criteria mentioned above.
- For all other scenarios, the APAR timeline will be extended by 1 month beyond the date of deactivation or retirement.
- However, in cases involving long leave or Ex-India Leave, the evaluation period or APAR timeline may be extended up to the duration (from date of the Ex-India Leave as applied by the employee). A system check has also been implemented to validate and enforce these conditions.

#### 5. Timeline Extension Request for Mid-Term APAR:

- Employees now have the option to raise a grievance request for the extension of the mid-term APAR timeline based on the applicable criteria. This request can be submitted through the system and will be subject to verification and approval by the concerned custodian.

#### 6. An update has been made at the custodian level: if a hierarchy officer sends back an ACR to the custodian, the custodian can no longer forward the ACR to the hierarchy level once the assessment timeline of that hierarchy officer has elapsed.

#### 7. ACR Functionality Updates:

##### 1. Auto-Forward Mechanism:

The system will automatically forward the ACR to the next hierarchical officer once the defined timeline for the current ACR level is over.

##### 2. Timeline Extensions:

If the timeline is extended at any hierarchical level, and the ACR is not submitted further using OTP, the status will be:

##### 8. Displayed at the proper level for monitoring.

An intimation will be sent to the concerned individuals.

The functionality of auto pull forward and auto pull back .

##### 1. Tracking Pension Papers in DTO Login:

The functionality to track pension papers has been integrated into the DTO login. When checking the ePPO against employees:

For cases submitted via iHRMS, proper tracking details will be displayed.

For cases not submitted through iHRMS, tracking details will not be available.

## 2. Optional Supporting Document:

The document categorized as "Any Other Supporting Document" has been made optional, whereas it was previously mandatory. Additionally:

Merging of documents can now be performed by the DTO.

These merged documents can also be eSigned.

## 3. New Categories in DTO Login:

Three new categories have been introduced in the DTO login interface to enhance classification and tracking:

I) Online Submissions by Pensioners

II) Pension Cases Submitted to AG through iHRMS

III) Pension Cases Directly Submitted to AG without iHRMS

## 9. PAN Card and Local Name Update in Service Book

1) The PAN card details of employees can now be updated in the service book if they are incorrect or left blank. Various service book updation method it can be updated .

2) The employee's name in the local language can also be updated through the new service book update options.

3) For employees whose PAN card information is blank, data entry and updates can be done under the "Data Cleaning" option.

## 10. GPF Integration (Effective from 01/04/2025)\*

- All cases of GPF Advance, GPF Final Settlement, and GPF Dues applied after 01/04/2025 are integrated.

- Bills prepared in iHRMS must be pushed to IFMS.

- The status of GPF bills pushed to IFMS can be fetched, similar to the existing salary integration process.

#### 11. Sanction Report for GPF Dues (Missing & Delay)\*

- Previously, separate sanction reports were generated for GPF Missing and GPF Delay cases if both categories were chosen by the DDO.
- Now, a \*single combined sanction report\* will be generated for both GPF Missing and Delay cases.
- This combined report can be e-signed by the signing authority for GPF dues (covering both missing and delay cases).

#### 12. Tracking of ACR (Annual Confidential Report)\*

- The system will track the submission date of ACR along with the date of the event for the employee.
- The relevant timeline is: \*Date of Event + 1 month\* or the timeline of hierarchy officers, whichever is earlier.
- \*Exception:\* For cases of death or missing employees, the above timeline does not apply.

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#### 13. PSP Module Integration (Pilot for 6 Departments)\*

- PSP module is being integrated on a pilot basis for 6 departments.
- Applies to employees whose pension cases are approved in iHRMS, submitted to AG, and for whom AG has uploaded the ePPO.
- Employees (except those exited due to death/missing) can log in to iHRMS, upload, and e-sign necessary documents for submission to DTO (chosen for pension).
- DTO reviews and submits the request to DDO (currently, the salary DDO).
- DDO can submit the NOC using OTP.
- DTO can then re-sign and submit the documents to the bank through iHRMS-PSP integration.

14. The leave orders will not display the name of branch if available for an employee.

### Important Notes & Limitations

1. \*Only pension cases applied through iHRMS can be handled\* in this process.
2. \*Cases uploaded by AG (except for the 6 pilot departments)\* do not have an option for status updation.
3. \*Employees not registered under any DDO\* will not be handled by this process.
4. \*Current status of cases pushed from DTO to bank through PSP\* is not available.