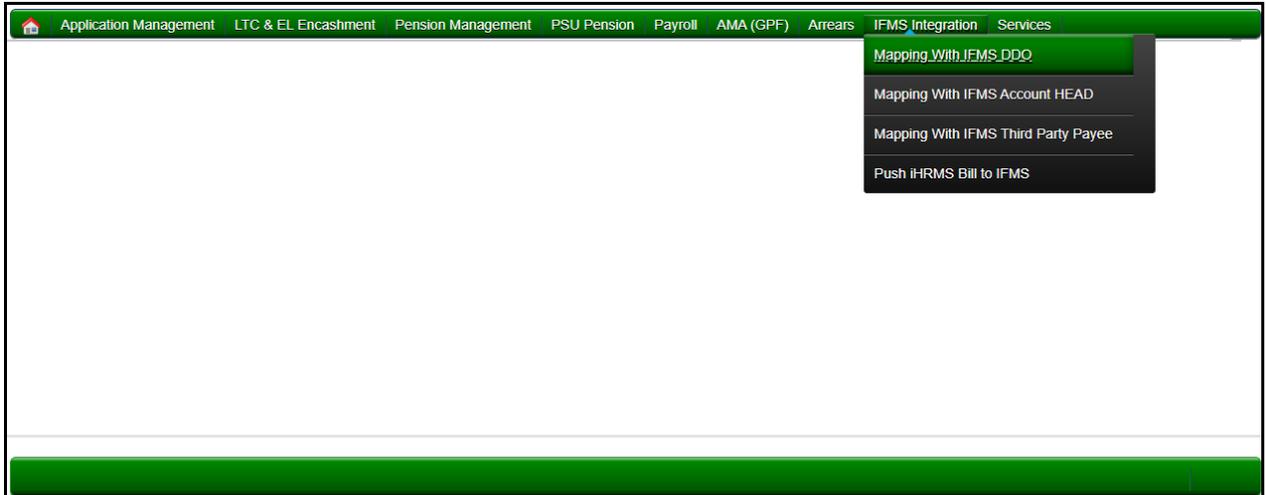


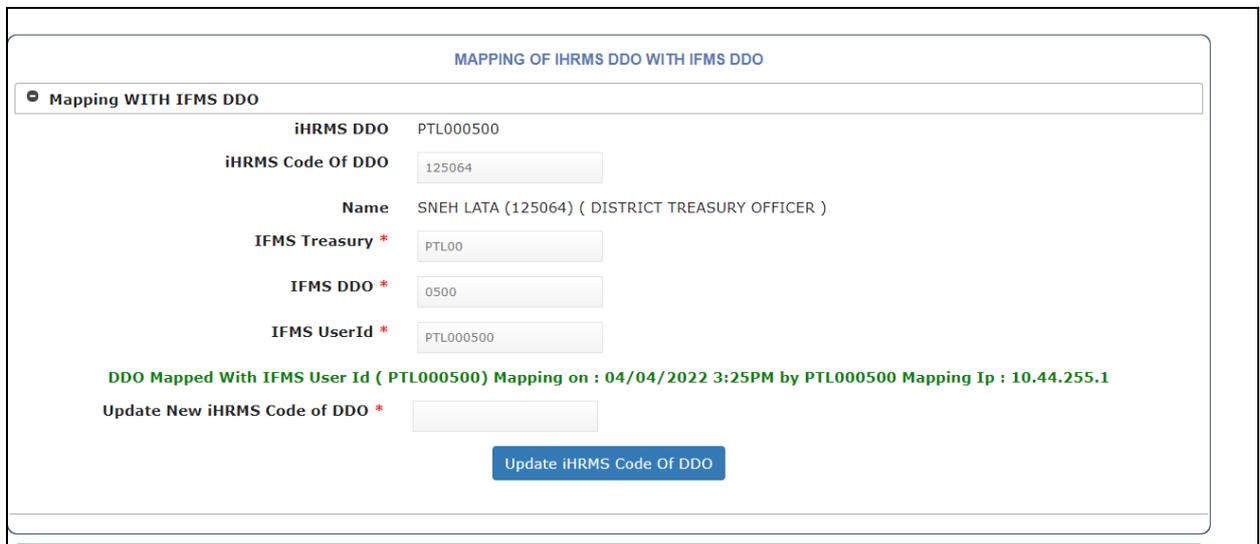
INTEGRATION OF IHRMS AND IFMS USER MANUAL

To begin integration of iHRMS and iFMS, there are certain activities which needs to be performed once for seamless integration of the both the software's data. In sections below, what are those activities and how to act on those activities is explained:

1. Login as DDO and select menu option IFMS Integration → Mapping IFMS DDO. This step will map the DDO IDs of iHRMS and iFMS. See the screen below:



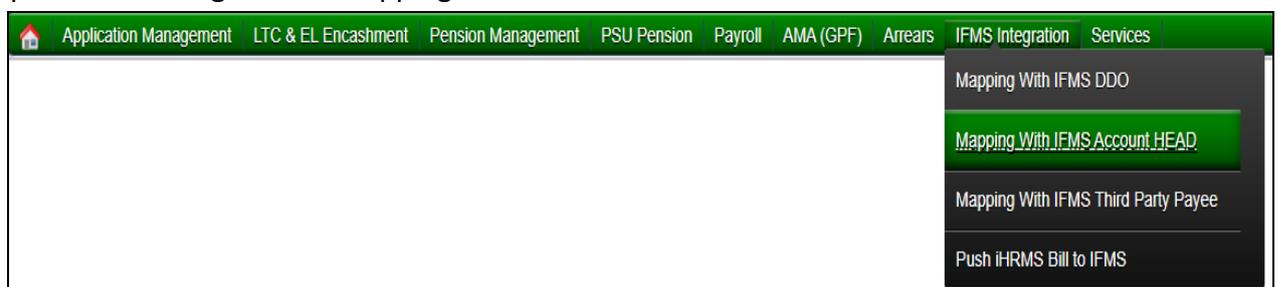
The person logged in will see the following screen wherein the DDO IDs both in iHRMS and iFMS will be shown and he/she will need to enter the iHRMS employee ID of him/herself in the Update New iHRMS Code of DDO field and press the button shown.

A screenshot of a web form titled 'MAPPING OF IHRMS DDO WITH IFMS DDO'. The form contains the following fields and values:

- iHRMS DDO: PTL000500
- iHRMS Code Of DDO: 125064
- Name: SNEH LATA (125064) (DISTRICT TREASURY OFFICER)
- IFMS Treasury *: PTL00
- IFMS DDO *: 0500
- IFMS UserId *: PTL000500

Below the fields, there is a green status message: 'DDO Mapped With IFMS User Id (PTL000500) Mapping on : 04/04/2022 3:25PM by PTL000500 Mapping Ip : 10.44.255.1'. At the bottom, there is a field for 'Update New iHRMS Code of DDO *' and a blue button labeled 'Update iHRMS Code Of DDO'.

2. In the second step, we need to do a mapping of Salary Account Heads in iFMS and iHRMS. Select the option IFMS Integration → Mapping with IFMS Account Head as shown below:



On selecting this option, the following screen will be shown where in on the top the iHRMS Account Head will be shown and options to De-Activate the Account Head or Refresh Head from iFMS will be available and accordingly act to map the account heads in both the software's for seamless integration of data between two software's:

Mapping Of Account Head

iHRMS Account Head: 0000-PSU,00,000-PSU,00(PTL00-0500-99-0000-00-000-00-00-01-00) ▾

De-Activate iHRMS Account Head
Reset
Refresh Head From iFMS

Selected iHRMS Account Head Deatil

Demand:99-PSU
Major Head:0000-PSU
Sub Major Head:00-PSU
Minor Head: 000-PSU
Sub Minor Head:-
Deatil Head: 00-PSU
SOE: 01-Salaries
Scheme: 00 - N.A.
No Bill Found :

iFMS Account Head Detail

Sr.No.	FUND	DEMAND	MAJOR HEAD	SUB MAJOR HEAD	MINOR HEAD	SUB HEAD	DETAIL HEAD	SHARE CODE	VOTED / CHARGED	SOE
1	Consolidated - 1	Finance - 08	Treasury and Accounts Administration - 2054	- 00	Treasury Establishment - 097	Treasury Establishment - 01	- 00	State-1	Voted - 1	Salaries - 01

✓ Mapped iHRMS Account Head : 2054-TREASURY & ACCOUNTS ADMINISTRATION,00,097-TREASURY ESTABLISHMENT,01-DISTRICT TREASURY & SUB-TREASURIES (PTL00-0500-08-2054-00-097-01-00-01-00)
 Mapping By PRABHJEETKAUR(416516) on 06/07/2022 Having Wallet Id : 226082

Mapping with iHRMS Account Head

3. Select IFMS Integration → Mapping with IFMS Third Party Payee to map the third party in iFMS and take necessary action as shown in the following screens.

Application Management
LTC & EL Encashment
Pension Management
PSU Pension
Payroll
AMA (GPF)
Arrears
IFMS Integration
Services

Mapping With IFMS DDO

Mapping With IFMS Account HEAD

Mapping With IFMS Third Party Payee

Push iHRMS Bill to IFMS

Application Management | LTC & EL Encashment | Pension Management | PSU Pension | Payroll | AMA (GPF) | Arrears | IFMS Integration | Services

Mapping Of IHRMS DDO Deductions-IFMS Third Party Interface

iHRMS DDO Deduction Codes None selected ▾

IFMS Non Employee Payee Detail

	Payee Code	Payee Name	IFSC	Account	HRMS Emp Codes
<input type="radio"/>	90700050010024	Goods and Services Tax	SBIN0001637	55108387635	
<input type="radio"/>	90700050010025	ASSISTANT CONTROLLER RENTS CHANDIGARH	SBIN0008719	36319771738	
<input type="radio"/>	90700050010042	SENIOR POST MASTER	SBIN0001637	55108387635	

Mapping with iHRMS Non Employee Payee Code

Login into Bill Clerk ID (to Bifurcate GIS deduction in Saving and Insurance) by choosing following menu Payroll → Prepare Salary → Manage Deduction

Employee Enrollment | Service Book Detail | LTC & EL Encashment | Transfer Promotion | MIS Reports | PSU Pension | Payroll | GPF | Reports | Leave | Arrears | GIS | My Services

- Income Tax Services
- GPF
- Salary Reports
- Miscellaneous Salary Reports
- Salary Master Details
- Prepare Salary
- Miscellaneous Forms
- Backlog Salary
- Submit Salary Bill For Verification
- Update Voucher On Salary Bills
- Update Bulk Bank A/C Request
- Covid-19 Vaccination Exemption
- Vaccination Entry For Employee
- Apply GPC On Salary
- Generate Miscellaneous Bills
- COVID-19 - Duty Details Entry

- Generate/Update Salary
- Initiate Salary Processing for Next month
- Copy Previous Month Salary From Old DDO
- Manage Allowances
- Manage Deductions
- Apply New DA Rate
- Apply Approved Increment in Salary
- Print Approved Increment Order
- Revert Applied Increment on Salary
- Verified Salary Allowance Conversion Request

Choose appropriate Month, Bill Code and Deduction as GIS

INSERT DEDUCTION AMOUNT

Search Employees

Designation* <input type="text" value="--All--"/>	Salary Type* <input type="text" value="Regular Salary"/>
Show Bills of* <input type="text" value="06/2022"/>	Service Group* <input type="text" value="--All--"/>
Bill Code* <input type="text" value="Ravinder pal 1573 april(817) [Employees: 1]"/>	Latest Unverified Month* <input type="text" value="June 2022"/>
Grade Pay* <input type="text" value="9999999"/>	Deduction <input type="text" value="GIS (GIS)"/>
Pay Scale For* <input type="text" value="--ALL--"/>	Select option* <input type="radio"/> GIS Amount <input checked="" type="radio"/> GIS Bifurcation

Note :- Enter 9999999 In Grade Pay To get all Employees irrespective of Grade Pay Amount

On choosing above option system will show list of employees having GIS amount being deducted and its bifurcation saving (70%) and insurance (30%) automatically and may be changed if there are any discrepancies. Once everything is ok please press button 'Update Records'

The screenshot shows a web interface titled "INSERT DEDUCTION AMOUNT". It includes a search bar for employees, a "Deduction Detail" section with a search input and buttons for EXCEL, PDF, CSV, and PRINT. Below this is a table with columns: SNo, Salary Month, Name, Designation, Current Amount, Amount, GIS Saving, and GIS Insurance. The table contains one entry for RAVINDER PAL SINGH(300068) with a Current Amount of 30, Amount of 30, GIS Saving of 21.0, and GIS Insurance of 9.0. At the bottom, there are "UPDATE RECORDS" and "CANCEL" buttons, and a pagination control showing "Showing 1 to 1 of 1 entries".

- The Account head of GIS AIS / ROP BT / Water Charges / Telephone charges / License Fee own Houses / Licensee Fee UT / HBA / License / Court case payee are also needed to be updated through DDO authorized login ID. Select Application Management → ROP/WC/Dept Houses from HoA

The screenshot shows the "Application Management" menu in a software application. The menu items include: Create Salary Template, Payroll Master, Attach Other Offices For Salary, Approvals/Cancellations, GPF Management, Add/Update DDO Deductions, Module Wise Menus Permission, Employee Bank Branch Master, Loan/Advances Correction, Remove Registered Employees, ROP/WC/Dept Houses Rent HoA (highlighted in green), Salary Against Other Designation, Salary Against Other Designations (Bulk Entry), Search Offices Attached By Other DDO, Delete Wrong Stop/Revoke Entry, Update Calender date in Regular Verified Salary, and Generate Ext. Manpower Certificate. The background shows a "Pendency" table with a message: "Initiated by SHIV RAJ (355445) dated 18/06/2022 is pending for your approval. GoTo: Administrator-->Approval/Cancellation-->Approve Bank A/c Update".

The following screen will be visible where in the desired option in the combo box can be selected and account heads can be entered accordingly.

The screenshot shows the "UPDATE ROP HEAD OF ACCOUNT" screen. It features an "Entry Form" with fields for: Select Deduction, Major Code, Sub-Major Code, Minor Code, Sub-Minor Code, Detail Head Code, and Deduction Type. A dropdown menu is open, showing options: --Select--, --Select--, ROP-treasury Deduction (highlighted), HBA Interest Through Banks, GPF Subscription AIS, GIS AIS, GPF Advance Recovery, and HBA Through Banks. Below the dropdown are radio buttons for "OBT Deduction" and "OAG Deduction", and a "SAVE" button. At the bottom, there is a "Saved Record" section.

- Once all the steps are undertaken as above, salary bill may be prepared as usual it is done in iHRMS and approve the same using DDO ID.
- Once the bill is approved, same can be pushed to iFMS as shown in the following screen by 'Push to iFMS' and click the Button and the bill and its detailed entry will be pushed to IFMS. The DDO can see the detailed of Pushed bill as shown below by selecting the parameters of Bill Type, Bill Month and Bill Status:

PUSH IHRMS BILL TO IFMS

● Select Bill Type And Bill Month

Bill Type Salary Bill
Bill Months June 2022
Bill Status Already Pushed To IFMS

Search
Reset

Salary Bill for Month : June 2022

Sr.No.	Bill Name	iHRMS Bill No	No.of Employees	Gross Salary	BT Deductions	AG Deductions	Net Salary	Action (click on check box to get IFMS Status)
1	Sukhdeep Kaur(820)	2582558	1	68903	11037	0	57866	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510478 On 30/06/2022 9:21AM								

Once Salary bill is pushed, bill number will be automatically picked through IFMS against bill pushed. After bill is pushed to iFMS, using FMS DDO id further action can be undertaken as usual.

Search
Reset

Salary Bill for Month : June 2022

Sr.No.	Bill Name	iHRMS Bill No	No.of Employees	Gross Salary	BT Deductions	AG Deductions	Net Salary	Action (click on check box to get IFMS Status)
1	Sukhdeep Kaur(820)	2582558	1	68903	11037	0	57866	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510478 On 30/06/2022 9:21AM								
2	REGULAR GO INSP E04(280)	2582053	2	106892	12424	0	94468	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510476 On 29/06/2022 1:41PM								
3	NPS sav. iuV(822)	2598419	7	500342	51118	0	449224	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510549 On 06/07/2022 2:49PM								
4	PROB PERIOD MARCH 2022(761)	2582102	38	674435	72650	0	601785	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510477 On 29/06/2022 2:00PM								
5	INSP GPE(419)	2579669	19	1926009	433016	3000	1489993	<input type="checkbox"/> Status History View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510475 On 29/06/2022 1:06PM (Current Bill Status : Send To Checker On 29/06/2022 5:04PM)								
6	SI ASI(134)	2587362	102	8850017	2089162	57281	7703574	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510501 On 01/07/2022 12:45PM								
7	6TH E04 3(652)	2584500	322	23502480	2625811	3000	19873669	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510493 On 30/06/2022 1:47PM								
8	6TH NPS(661)	2584681	472	28081429	3002470	2633	25075326	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510494 On 30/06/2022 1:58PM								
9	6TH PAY E04 1(650)	2599035	410	30478319	3713967	3000	26763352	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510553 On 06/07/2022 4:30PM								
10	6TH DR CT 1(658)	2587913	549	43784876	10295154	156311	33333411	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With iFMS Bill No : 221800002510503 On 01/07/2022 3:31PM								

Get IFMS Status

To view the status of bill pushed to IFMS, click on the checkbox and then press 'Get IFMS Status' button which will show the current status like send to checker / rejected /approved / sent to DTO/ECS Generated/Voucher Updated as per the status available at the time when this will be seen.