

No. TA(DDI/So(IT))/2020/ 4881-86
Government of Punjab
Department of Finance
(Directorate of Treasuries & Accounts)
Vit te Yojna Bhawan, Plot NO.2B Sector 33-A, Chandigarh

Dated, Chandigarh: 17 July, 2020

To,

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries & Administrative Secretaries to Govt. of Punjab
- ii) All Heads of the Department of the State,
- iii) All Commissioners of Divisions,
- iv) All District & Session Judges and Deputy Commissioners of Districts,
- v) The Registrar, Punjab & Haryana High Court, Chandigarh
- vi) Secretary, Punjab Vidhan Sabha

Subject: Automation of Updation of Bank Account details of Employees through Integrated Human Resource Management System (i-HRMS) & Integrated Financial Management System (IFMS)– regarding.

Madam/Sir,

Please refer to this office letter No. 4565-70, dated 01-07-2020 titled " ਨਿਉ ਆਈ.ਐਫ.ਐਮ.ਐਸ ਵਿੱਚ ਡੀ.ਡੀ.ਓ ਅਤੇ ਖਜਾਨਾ ਦਫਤਰਾਂ ਨੂੰ ਪੇਸ਼ ਆ ਰਹੀਆਂ ਸਮੱਸਿਆਵਾਂ ਦੇ ਹੱਲ ਲਈ ਸਟੈਂਡਰਡ ਉਪਰੇਟਿੰਗ ਪ੍ਰੋਸੀਜਰ (ਐਸ.ਓ.ਪੀ.)" whereby detailed guidelines w.r.t common grievances/issues in IFMS were issued.

2. The SoP amongst interalia, contained guidelines w.r.t updation of bank account details of employees through the mail procedure at Para A "**Updation of Bank details of beneficiaries**". The department has, in the meanwhile, automated the entire process whereby the employees can themselves initiate the updation of their bank account through their i-HRMS login. The step wise procedure in this regard is as follows:

- The employee login using the username & password in his/her i-HRMS account.
- The employee initiates the updation/editing of the bank account details, including Bank Name, Bank Branch, IFSC code, account no in the "Bank account updation request" module available in "My services".
- The request of the employee to update/correct the bank account thereafter is forwarded automatically to the concerned DDO.
- The DDO verifies and approves the request through his/her i-HRMS login.
- The Bank account details, once approved by DDO, gets auto-populated in IFMS for all future purposes as far as the said employee is concerned.
- The DDO thereafter approves the updated details in IFMS, after logging in his/her IFMS Login.
- The user manual for change in Bank account in i-HRMS and IFMS is annexed as Annexure A.

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- In case of any difficulty in entering the details, helpdesk of IHRMS at phone Nos: - 7986863721, 7009634161, 8427300935, 9888616600 and IFMS at 9888532883 may be contacted

Encl. → 3 Pages


Special Secretary Expenditure-cum-
Director Treasuries & Accounts

ENDST No. TA(DDI/i-HRMS/D2)/2020/4887

Dated, Chandigarh/7 July, 2020

A copy is forwarded to the Chief Secretary to the Government of Punjab for information please.


Special Secretary Expenditure-cum-
Director Treasuries & Accounts

To

Chief Secretary to Government of Punjab.

ENDST No. TA(DDI/i-HRMS/D2)/2020/4888-90 Dated, Chandigarh/7 July, 2020

A copy of the above is forwarded to the following for information and necessary action please:-

- All District Treasury Officers and Treasury Officers, Punjab;
- Project Manager, IHRMS, NIC, Punjab.
- Project Manager, IFMS, NIC, Punjab.


Special Secretary Expenditure-cum-
Director Treasuries & Accounts

ENDST No. TA(DDI/i-HRMS/D2)/2020/4891

Dated, Chandigarh/7 July, 2020

A copy of the above is forwarded to the Accountant General (A&E), Punjab and Accountant General (Audit), Punjab, Chandigarh for information and necessary action.


Special Secretary Expenditure-cum-
Director Treasuries & Accounts

ENDST No. TA(DDI/i-HRMS/D2)/2020/4892

Dated, Chandigarh/7 July, 2020

Copy to:-

Private Secretary/Principal Secretary Finance


Special Secretary Expenditure-cum-
Director Treasuries & Accounts

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Annexure-A:-
WORK FLOW IN IHRMS
EMPLOYEE LEVEL PROCESS

- 1) Employee shall Login into his/her account using User id (HRMS code) & password The employee selects "**My Services**" tab option under which "**Bank A/c Updation Request**" is available.



- 2) After filling the mandatory columns, details will be validated with OTP on Registered mobile no of Employee. List of authorized banks has been given in drop down menu for ready reference of the employee.

UPDATE BANK ACCOUNT NO.

Update Bank Account No.

SECTION - 1 : Current Account Details

Bank Name: [Text]
Branch Name: [Text]
Bank Address: [Text]
IFSC Code: [Text]
Current Account No.: [Text]
Current DDO.: [Text]

SECTION - 1 : New Account Details

IFSC Code: [Text]
Bank Name: [Text]
Branch Name: [Text]
Branch Address: [Text]
New Account No.: [Text]
Verify Account No.: [Text]

Click to Get OTP: [Text]
Registered mobile no. 99****8334
Enter OTP: [Text]

Authorised Bank: --Select--

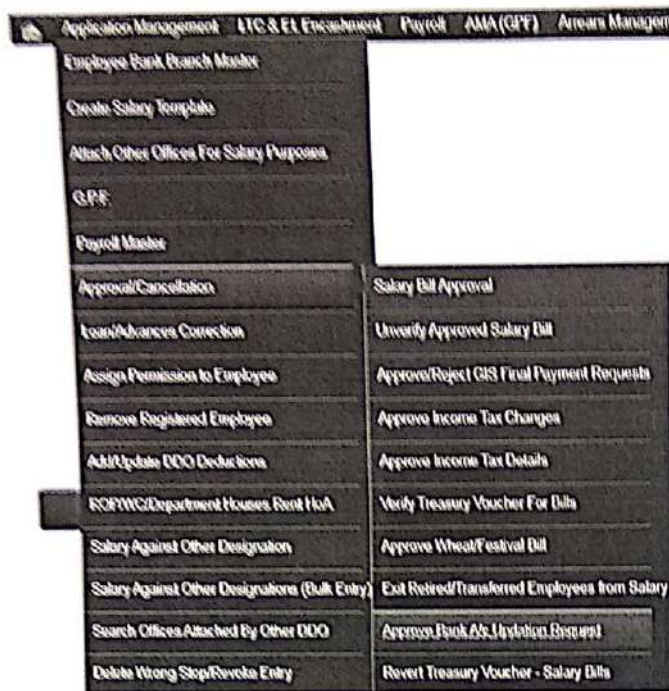
GENERATE OTP

SAVE RESET

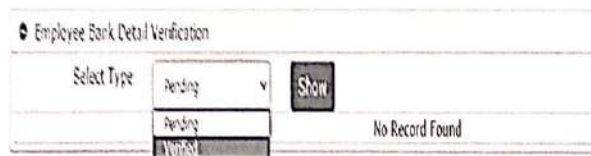
If registered mobile no. shown different from your current mobile no., Contact your Establishment Data Entry for updation.

DDO LEVEL PROCESS

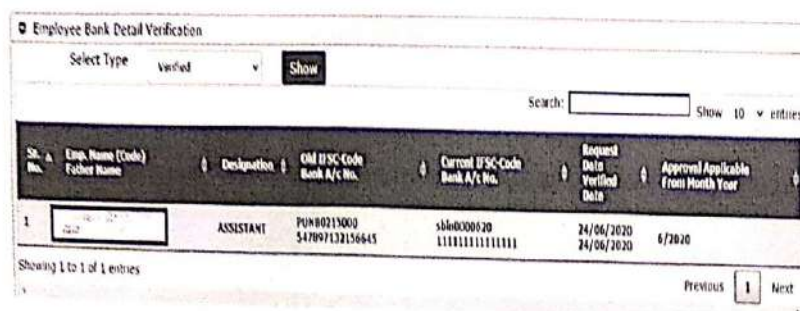
- 3) DDO log-in into his / her i-HRMS account to approve the request for updation /correction of bank account from tab "application management".



- 4) DDO selects Pending Bank Detail Verification



- 5) DDO selects the employee and verify the details.



WORK FLOW IN IFMS

- 1) DDO has to login in IFMS and open the tab "View Payee" under View option. Blue mark will allow the DDO to update the bank account details of employee Imported from I-HRMS



- 2) After the blue icon is clicked, account details will be fetched from I-HRMS and updated in IFMS.

Account Details fetched from IHRMS is:

RMS Code	Employee Name	Account No	IFSC Code	Updation Date
[REDACTED]	[REDACTED]	50100313464412	HDFC0000116	15/10/2019

Update Account Details **Cancel**

- 3) DDO will be asked to confirm the updation.



Confirmation

Are you sure you want to change account details?

Confirm

Cancel

- 4) After Updation Success message will be shown on the screen and employee Account details will be updated.