User Manual

For

Integrated Finance and Human Resource Management System (IFHRMS Pension Audit Unit Mapping) Government of Tamil Nadu

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1. Introduction

1.1 Purpose

This document will provide the detailed functionality & Role based Instruction for the IFHRMS Core
- Pension Audit
- Unit Mapping

1.2 Document Conventions

The format of this manual is simple.
- Bold face with **blue color highlights** is label or field name.
- Red box is cursor or link location.
- For Instance, one Level of Approval is demonstrated. Even for more level of approvals the process of approval remains the same.

1.3 Intended Audience and Reading Suggestions

Note: This manual is created only for District/Sub Treasury users and is not applicable for DDO users.

- **Initiator**

- Pension Process Role
- Pension Mustering Role
- Pension Mustering JPL1 User Role
- Pension Bill Audit Assistant Role
- GTN unit Assistant Master Role

- **Verifier**

- Pension Mustering JPL2 User Role
- Pension Bill Audit Superintendent Role

- **Approver**

- Pension Mustering JPL2 User Role
- Pension Bill Audit AO Role

1.4 References

1. Discussions with the subject matter experts appointed by the TN e-Governance Team.
2. SRS document reference number TNTr_30.04-IFHRMS_PENSN_AUDT_DOC_SRS_V1.0.

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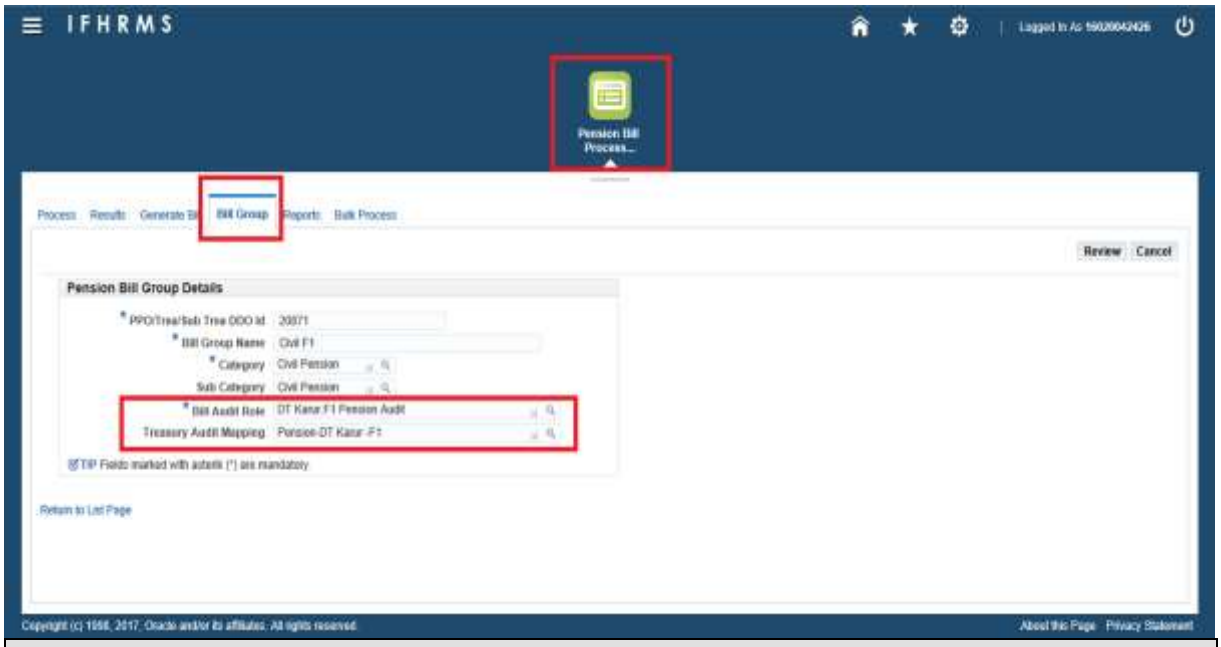
2. Pension Audit Unit Mapping Procedure

This manual is created only for District/Sub Treasury users and not applicable for DDO users. The roles should be assigned through for Pension module APPROVAL Group only.

- Initiator:
  - Pension Process Role
  - Pension Mustering Role
  - Pension Mustering JPL1 User Role
  - Pension Bill Audit Assistant Role
  - GTN UNIT ASSISTANT MASTER ROLE
  - Pension Bill Admin Role-This role should be applicable for only one section
- Verifier
  - Pension Mustering JPL2 User Role
  - Pension Bill Audit Superintendent Role
- Approver
  - Pension Mustering JPL2 User Role
  - Pension Bill Audit AO Role



❖ All the marked fields in the above screenshot are mandatory.

❖ The approval group should be created for Pension in three modules. They are

- ✓ Pension Service Register
- ✓ Bill Audit Process
- ✓ Bill Payment

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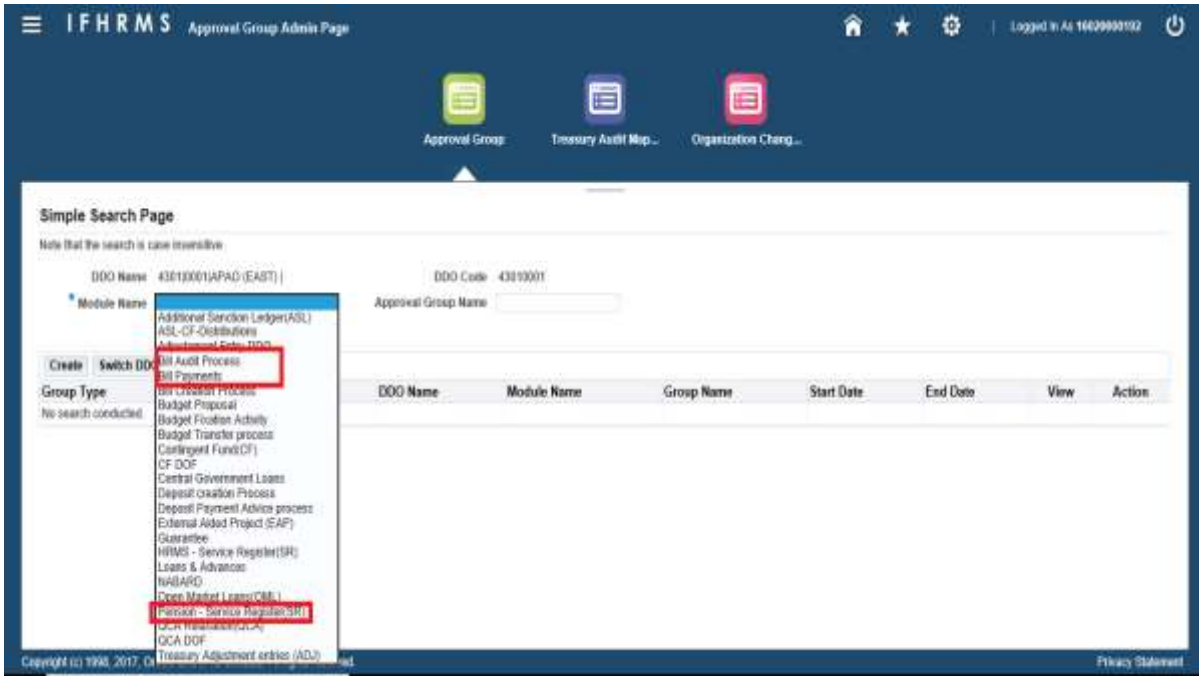
❖ While we are creating the approval group, office section needs to be selected. So the office section should be selected based on the unit in the treasury.
❖ For Example, if you are creating the approval group for Unit “F1”, Then in approval group, office section F should be selected. Similarly F2, F3 needs to be selected.



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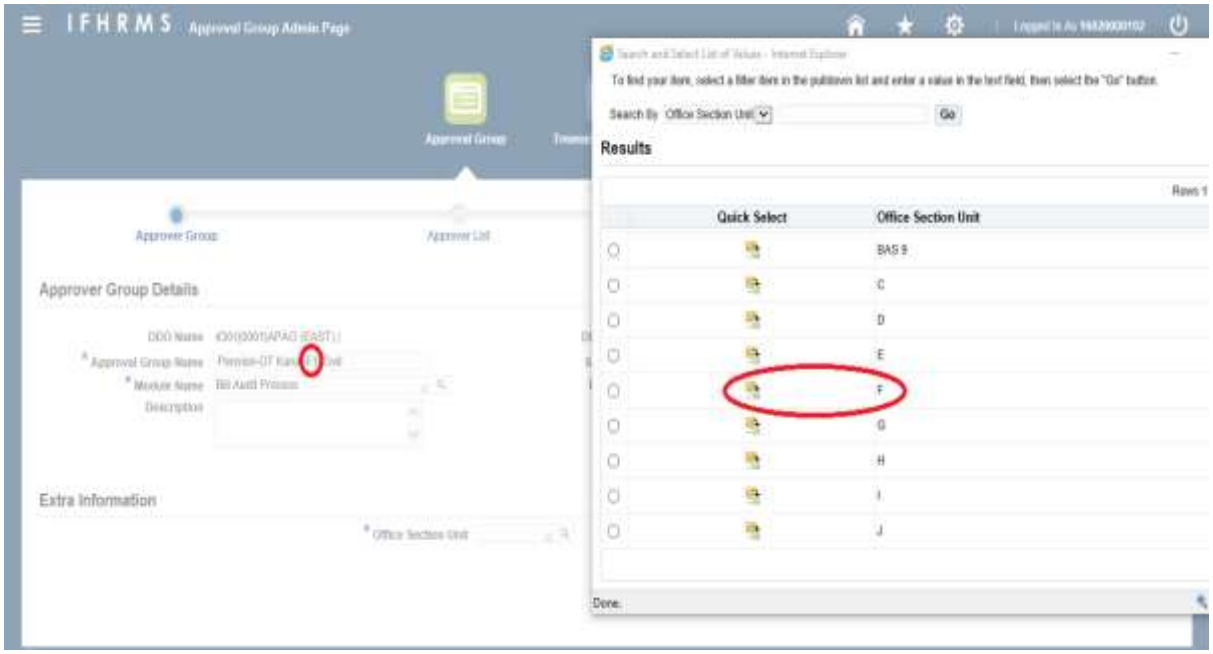

❖ Some Treasury offices could have multiple units. Certain commonly used unit names are as follows: ✓ F1 (or) A (or) A1 ✓ F2 (or) B (or) A2 ✓ F3 (or) C (or) A3 ✓ F4 (or) D (or) A4 ✓ F5 (or) E (or) A5
❖ Different units in Treasury office can operate in different scenarios.

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- Various scenarios that units belonging to Treasury handles are explained below:
  - ✓ Scenario 1
    - F1- Civil
    - F2-Civil Family
    - F3-Teachers/ Teacher's Family
    - F4-Police/Police Family
    - F5-Special

In the above mentioned Scenario 1, each unit will handle each category individually.

  - ✓ Scenario 2
    - F1- Civil, Teacher & Police
    - F2-Civil Family, Teacher's Family & Police Family

In the above mentioned scenario 2, one unit will handle Civil, teacher and Police. While the other will handle corresponding Civil Family, Teacher Family and Police Family.

  - ✓ Scenario 3
    - F1-Civil_SBI / Civil_other banks
    - F2-Civil Family
    - F3-Teachers/Teachers Family
    - F4- Police/Police Family

In the above mentioned scenario 3, depending on the banks involved in transactions, one of the unit handles Civil with SBI bank and other involves Civil with other initiators and so on.

  - ✓ Scenario 4
    - F1-Civil / Civil Family / Teacher / Teacher family / Police / Police Family
    - F2- Civil / Civil Family / Teacher / Teacher family / Police / Police Family

In the above mentioned scenario 4, each unit (F1, F2, F3) will be responsible for inclusively handling all the categories.

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❖ To create a new Bill Group name, the following details needs to be specified.

- Bill Group Name:
- Category:
- Sub-Category:
- Bill Audit Role:
- Treasury Audit Unit Mapping:

❖ Naming Bill group.

Naming convention: District name. Unit Name Pension Audit

- Example 1: DT Karur.F1 Pension Audit
- Example 2: DT Thiruvannamalai.F2 Pension Audit
- Example 3: DT Karur.F3 Pension Audit

Upload only the documents that are in the above mentioned format.

❖ Treasury Audit Unit Mapping(Approval Group)

There is no particular naming convention for Treasury Audit Unit Mapping. However, some of the suggested naming formats are as follows:

- Example 1: Pension Bill Audit- DT Karur-F1-Civil
- Example 2: Pension Bill Audit- DT Karur-F2-Civil Family

❖ Bill Group Name

The bill groups can be named depending on the categories they function upon. Some suggested naming formats are:

- Example 1: Bill Group name: Civil Pension
- Example 2: Bill Group name: Civil Pension_SBI/
  Civil Pension_other banks
- Example 3: Bill Group Name: Civil Pension F1/
  Civil Pension F2/
  Civil Pension F3

❖ End of Procedure.

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