

BUDGET/ TOP MOST
URGENT



**Finance (SS) Department,
Secretariat, Chennai-600 009.**

Letter No 12266/Finance(SS)/2017-1,dated:20.3.2019

From
M. Arvind, I.A.S.,
Deputy Secretary to Government

To
All Departments of Secretariat, Chennai-9.
All Heads of Departments.

Sir/ Madam,

Sub: Integrated Financial and Human Resources
Management System (IFHRMS) – Allotment of
Budget 2019-20 – Instructions – Issued – Reg.

Ref 1. G.O. Ms.No.287, Finance (BG-I) Department,
dated 28.8.2018.
2. Government Letters No.18681-H/ Fin.(SS)/
2017-1 & 6 dated:24.7.2018 and 22.2.2019.

The Departments of Secretariat/ Heads of Departments are aware that the HOD-BCO-DDO hierarchy mapping (i.e., mapping of all the Sub-ordinate level offices under the Head of Department (HoD)) in the IFHRMS system is prerequisite for allocating the budget from HoD to the lower level offices like Region/District/Division/Taluk/Block etc. Therefore, the required data was collected from the Head of Departments and loaded in the IFHRMS system.

2. It is also known to the Departments of Secretariat/ Heads of Departments that a special programme was conducted in the Health & Family Welfare Training Centre, Egmore and Finance Department, Secretariat from 26.2.2019 to 12.3.2019, to verify and ensure the correctness of the mapping done in IFHRMS system based on the centralized data furnished by the departments and details entered by their respective DDOs at the field levels. The data so collected is being cleansed so that the regular administrative hierarchy built by one department is not disturbed by other departments inadvertently for the purpose of cross allocation/ utilization of the budget. After completion of this exercise, the Heads of Departments will be in a position to view their budget flow hierarchy mapping in the respective Budget user login and a separate email will be sent to them in this regard.

3. The Budget user group consisting of Maker/ Checker/ Approver has been created for the offices of the Departments of Secretariat/ Heads of Departments based on the details collected during the IFHRMS Budget module training programme and through a special drive in Finance Department. The budget proposals for the forthcoming years will be enabled if only the HOD-BCO-DDO hierarchy is correctly built and budget user group is created in the system. Currently, the Budget Users are being created in IFHRMS and considering the time constraints in distribution of budget allotment at BCO level, as a short term arrangement, it has been decided to assign the role of Budget Approver in BCO offices to the Bill Approver/ DDO who has already been created in the

system. This arrangement is meant for usage in IFHRMS portal only and the Heads of Offices shall continue with their existing administrative procedure for all the offline activities. This temporary arrangement would be withdrawn once the 'Approver Template' is made available by WIPRO and the user entries are completed by the BCO offices, the cut-off date for which is fixed as 15.4.2019.

5) It is noticed during the budget flow hierarchy mapping programme that some of the DDOs across departments have not yet obtained the new IFHRMS DDO codes in lieu of the existing old DDOs codes. It is also brought to notice that a very few old DDO codes have been incorrectly mentioned in the IFHRMS portal. These issues have to be addressed properly so that the budget allotment to all the DDOs concerned shall happen through IFHRMS for incurring expenditure in 2019-20. Further, these issues have been referred to the Treasuries & Accounts Department also to speed up issue of new IFHRMS codes and correction to old DDO codes in IFHRMS.

6) In view of the position explained above, the Departments of Secretariat/ Heads of Departments are requested to strictly adhere to following instructions and complete respective processes in time:

- i. This, being the first year of transaction under IFHRMS, **the existing offline allotment of budget by the respective departments to the DDOs shall be followed for allotment of Budget 2019-20 and updating the same in the connected treasuries through regular procedure shall also be ensured.** This will help verify the system generated figures and overcome difficulties in the flow of information.
- ii. The finalized budget flow hierarchy built in IFHRMS shall be certified for correctness, based on email intimation from Government/ WIPRO.
- iii. The availability of Approver Group template in IFHRMS for creation of Budget users will be intimated by the concerned treasuries to the DDOs and it must be ensured that Budget User Group is created within the specified time.
- iv. Till such time, the role of Budget Approver in BCO offices will be assigned to the Bill Approver / DDO who has already been created in the system. This arrangement is meant for usage in IFHRMS portal only and the Heads of Offices shall continue with the existing administrative procedure for all the offline activities.
- v. The offices with existing old DDO codes must be instructed to approach the concerned treasury offices for allotment of new IFHRMS DDO Code on or before 25.3.2019, by complying with the specific requirements.

7) All future Instructions relating to budgetary process and IFHRMS will be hosted in the IFHRMS portal. This Government letter must be treated as 'Urgent' and the instructions contained herein must be carried out attaching 'Top Priority'.

Yours faithfully,


for Deputy Secretary to Government

Copy to:

1. Principal Secretary/ Commissioner of Treasuries & Account Department, Chennai-15.
2. M/s WIPRO Ltd., Guindy, Chennai-32.