



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

Letter No.12266 /Finance(SS)/2019-2, dated:26.3.2019

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

To
All Departments in Secretariat, Chennai-09 (w.e.)
All Heads of Departments (w.e.)

Sir/ Madam,

Sub: IFHRMS – Finance Department – Budget Modules –
Creation and Updation of Budget User – Reg.

Based on the details collected during the training session conducted for Budget modules at Health and Family Welfare Training Centre during October-November 2018 and the Special drive conducted in Finance Department prior to the Head of Department meeting held on 20.2.2019, the Budget Users namely., Maker, Checker and Approver or Maker and Approver for the offices of the 172 Heads of Departments has been created/ updated and the same is hosted in the DDO template of the IFHRMS portal.

2. The details of Budget Users can be obtained through the DDO login. Any further changes to the Budget User role shall have to be updated through IFHRMS Help Desk only. The format for applying change in Budget User Role is attached herewith. The Help Desk e-mail id is "tad.helpdesk@wipro.com" and the contact Phone No. is 044-40172172

3. All the Heads of Departments are requested to make use of the facility available in the IFHRMS DDO template and help to complete the Budget User role creation

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.
3. All PCB/Core Units, Finance Department, Secretariat, Chennai-09.

DDO of the Office should login to fetch the details of Budget Users

DDO Template V3.0

Login as (4401 / AD401)

SECTION OFFICER (BILLS) ▾

DDO Template

More info ↗

Employee Post Mapping

More info ↗

Individual Employee Data

More info ↗

Global Beneficiary Template

More info ↗

Review Errors

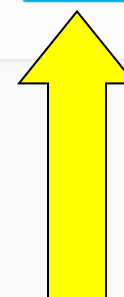
More info ↗

IFHRMS Credentials

More info ↗

Budget Credentials

Budget User Details



Budget Credential

Budget - Initiator, Verifier and Approver User Details

		Initiator	Verifier	Approver
Roles	Name	XXXXXXXXXX12	XXXXXXXXXX23	XXXXXXXXXX22
	Web Payroll Number	XXXXX	XXXXX	XXXXX
	User ID	Gugan	Raja	Ramesh

Budget User Role Assignment/Change Request Format:

HOD Code *	TO Code *	Old DDO Code *	New DDO Code	Employee Number *	Employee Name *	GPF / CPS Number *	Budget Proposal Role (Maker / Checker / Approver) *

*Help Desk mail ID - tad.helpdesk@wipro.com

Phone No,044-40172172

**Mail may be sent from official mail id only

//True Copy//


SECTION OFFICER