



IFMS – iHRMS Bills Integration
for
Government Departments of Punjab
Department of Finance - Government of Punjab

(Version: 1.1)

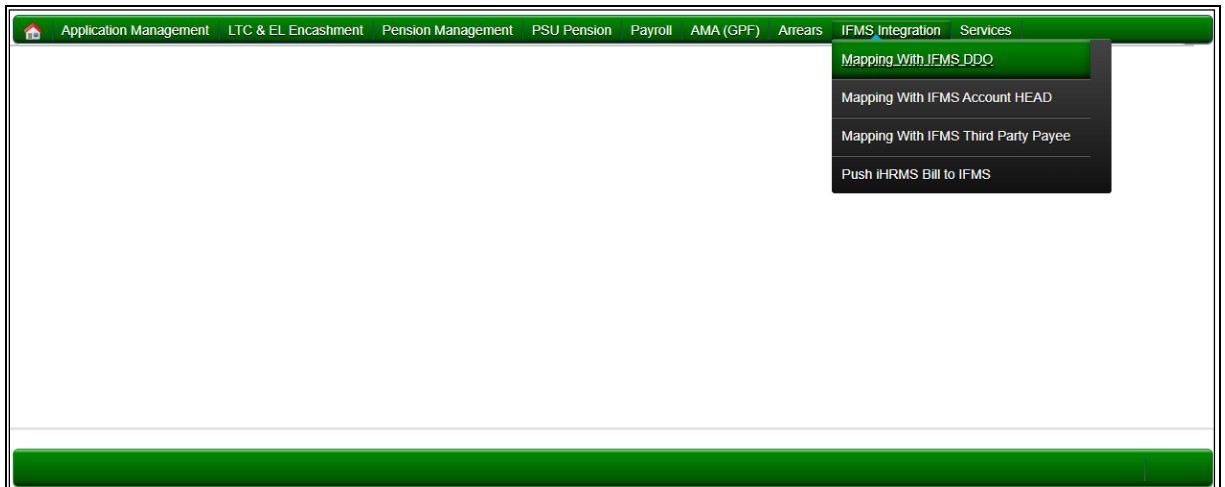
Date: 20 Jan. 2023

Submitted by:

NIC Punjab.

1. To prepare Bill at HRMS using IFMS integration, HRMS user needs to perform certain activities as shown below:

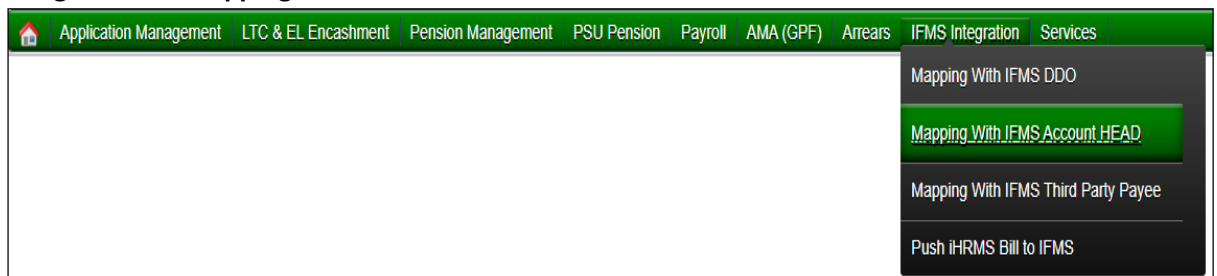
- a) Login as DDO and click **IFMS Integration → Mapping with IFMS DDO** for mapping DDO Codes with IFMS as shown below:



Following screen will appear, here HRMS DDO Code can be mapped with IFMS DDO Code

The screenshot displays the 'MAPPING OF IHRMS DDO WITH IFMS DDO' form. It includes a section titled 'Mapping WITH IFMS DDO' with the following fields: 'iHRMS DDO' (PTL000500), 'iHRMS Code Of DDO' (125064), 'Name' (SNEH LATA (125064) (DISTRICT TREASURY OFFICER)), 'IFMS Treasury *' (PTL00), 'IFMS DDO *' (0500), and 'IFMS UserId *' (PTL000500). Below these fields, a green message states: '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'.

- b) Second step includes mapping of IFMS Head of Account (HoA) with HRMS HoAs, click **IFMS Integration → Mapping with IFMS Account HEAD** as shown below:



Following screen will appear, here iHRMS Head of Account (HoA) can be deactivated or refreshed as per availability at IFMS.

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

- c) Next step includes mapping of Third Party Payees with IFMS. Click **IFMS Integration** → **Mapping with IFMS Third Party Payee** as shown below:

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

Following screen will appear; here Third Party Payee can be mapped.

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

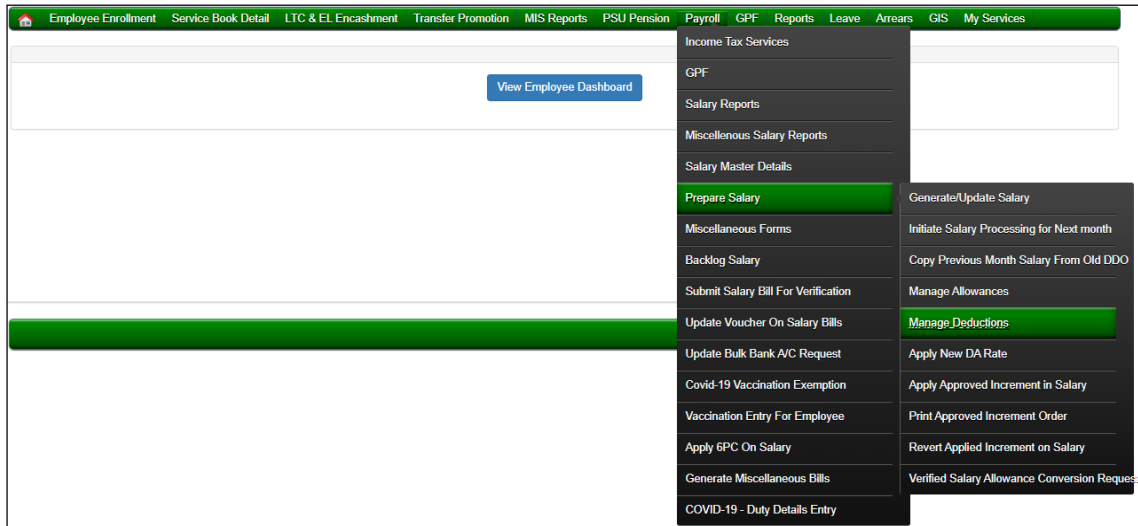
iHRMS DDO Deduction Codes
None selected
Reset
Refresh IFMS Portal

IFMS Non Employee Payee Detail

	Payee Code	Payee Name	IFSC	Account	HRMS Emp Codes
☐	90700050010024	Goods and Services Tax	SBIN0001637	55108387635	
☐	90700050010025	ASSISTANT CONTROLLER RENTS CHANDIGARH	SBIN0008719	36319771738	
☐	90700050010042	SENIOR POST MASTER	SBIN0001637	55108387635	

Mapping with iHRMS Non Employee Payee Code

- d) There are certain activities which can be performed by Bill Clerk like login as Bill Clerk at HRMS and click **Payroll → Prepare Salary → Manage Deductions** as shown below:



Following screen will appear, select appropriate Month, Bill Code and Deduction as GIS as shown below:

The screenshot shows the 'INSERT DEDUCTION AMOUNT' screen. It features a 'Search Employees' section with various filters: Designation* (dropdown), Show Bills of* (06/2022), Bill Code* (Ravinder pal 1573 april(817) [Employees: 1]), Grade Pay* (9999999), Pay Scale For* (dropdown), Salary Type* (Regular Salary), Service Group* (dropdown), Latest Unverified Month* (June 2022), Deduction (GIS (GIS)), and Select option* (GIS Amount, GIS Bifurcation). A red note states: 'Note :- Enter 9999999 In Grade Pay To get all Employees irrespective of Grade Pay Amount'. A 'SEARCH' button is at the bottom.

On selecting screen as shown above, the system will show list of employees having GIS Amount being deducted and its bifurcation Saving (70%) and Insurance (30%). It may be updated, if required. Once everything ok please press click **Update Records** on the screen as shown below:

The screenshot shows the 'Deduction Detail' table. It includes a search bar, export options (EXCEL, PDF, CSV, PRINT), and a table with columns: SNo, Salary Month, Name, Designation, Current Amount, Amount, GIS Saving, and GIS Insurance. The table shows one entry for Ravinder Pal Singh. Below the table, there are 'Showing 1 to 1 of 1 entries', 'Previous', '1', 'Next', 'UPDATE RECORDS', and 'CANCEL' buttons.

SNo	Salary Month	Name	Designation	Current Amount	Amount	GIS Saving	GIS Insurance
1	June 2022	RAVINDER PAL SINGH(300068)	SENIOR CONSTABLE	30	30	21.0	9.0

- e) Please note that Head of Account for GIS AIS/ROP BT/Water Charges/Telephone Charges/License Fee Own House/Licensee Fee UT/HBA/License/Court Case Payee are also need to update through DDO Authorized login ID. Click **Application Management** → **ROP/WC/Dept Houses** from Head of Account (HoA).

The screenshot shows the 'Application Management' menu with the following options: 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), 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' status for a salary update by SHIV RAJ (355445) dated 18/06/2022.

Following screen will appears and desired option can be selected and updated.

The screenshot shows the 'UPDATE ROP HEAD OF ACCOUNT' form. The 'Entry Form' section has fields for Select Deduction, Major Code, Sub-Major Code, Minor Code, Sub-Minor Code, Detail Head Code, and Deduction Type. The 'Deduction Type' section has radio buttons for BT Deduction and AG Deduction. A 'SAVE' button is at the bottom. The 'Saved Record' section is empty.

- f) Once all steps done, salary bill may be prepared by Clerk and approved by DDO at iHRMS.

- g) Once bill approved, Bill can be pushed to IFMS by clicking **Push Bill** button as shown below:

Bill Type

Salary Bill

Bill Months

June 2022

Bill Status

Pending For Push 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	23 (Group A)(15)	2562368	1	61015	1944	0	59071	Voucher Updated Manually With NO : 50 on 06/07/2022
2	4 (Group A)(22)	2591012	1	84503	16658	0	67845	Voucher Updated Manually With NO : 88 on 06/07/2022
3	BILL11036PPC(79)	2562370	1	95360	25320	2850	67190	Voucher Updated Manually With NO : 51 on 06/07/2022
4	BILL186PPC(80)	2561498	1	100608	46320	0	54288	Voucher Updated Manually With NO : 23 on 06/07/2022
5	PCS DEPUTATION(63)	2602277	1	129343	28905	0	100438	Push Bill

- h) Once Bill pushed, Bill No. will be generated by IFMS and communicated to iHRMS in response. DDO can view Pushed Bill by selecting **Bill Type**, **Bill Month** and **Bill Status** as shown below:

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	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510478 On 30/06/2022 9:21AM								

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	☐ 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	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510476 On 29/06/2022 1:41PM								
3	NPS avr. h/4(822)	2598419	2	500242	51118	0	449124	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510549 On 06/07/2022 2:49PM								
4	PROB PERIOD MARCH 2022(761)	2582102	28	674435	72652	0	601785	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510477 On 29/06/2022 2:00PM								
5	INSP GPF(419)	2579669	18	1326009	433016	2000	1489993	☐ 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	SLASI(134)	2587362	102	9800017	2089162	67281	7703574	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510501 On 01/07/2022 12:45PM								
7	6TH E04 J(652)	2584500	322	2202480	2625811	2000	1987369	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510493 On 30/06/2022 1:47PM								
8	6TH NPS(661)	2584681	472	28081429	3003470	2633	25075326	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510494 On 30/06/2022 1:58PM								
9	6TH PAY E04 J(650)	2599035	410	30478319	2712367	2000	26763352	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510553 On 06/07/2022 4:30PM								
10	6TH OR CT J(658)	2587913	549	43784876	10295154	156311	33333411	☐ View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510503 On 01/07/2022 3:31PM								

Get IFMS Status

2. Once the bills is pushed, user is required to generate schedule files and push the same to IFMS.

- a) To push schedule from iHRMS, login your iHRMS account and go to -> **Payroll module -> salary Reports -> Salary Pay Bill Reports & Schedules.**

hms.punjab.gov.in/Home/ALog

English Logout

DEPARTMENT OF : DIRECTOR HOSPITALITY , PUNJAB

Logged As

Posted At : PUNJAB CIVIL SECTT CHANDIGARH

Role : DDO

Logged Time : 26 DEC 2022 2:15:25 PM

Session Idle: 9 : 56 seconds.

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

Income Tax Services

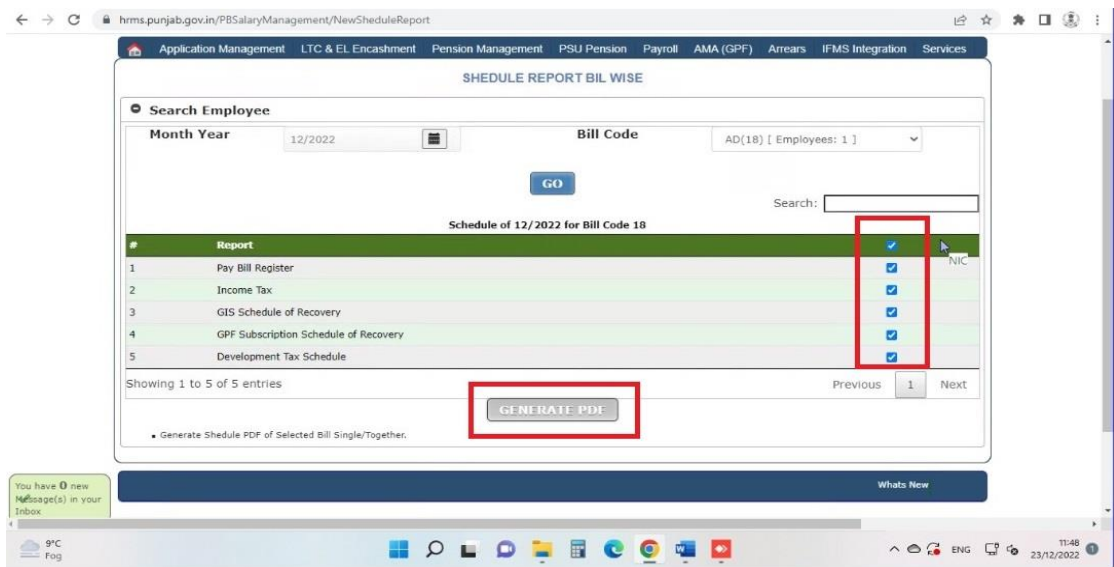
Salary Reports Salary Pay Bill Register & Schedules

Miscellaneous Salary Reports

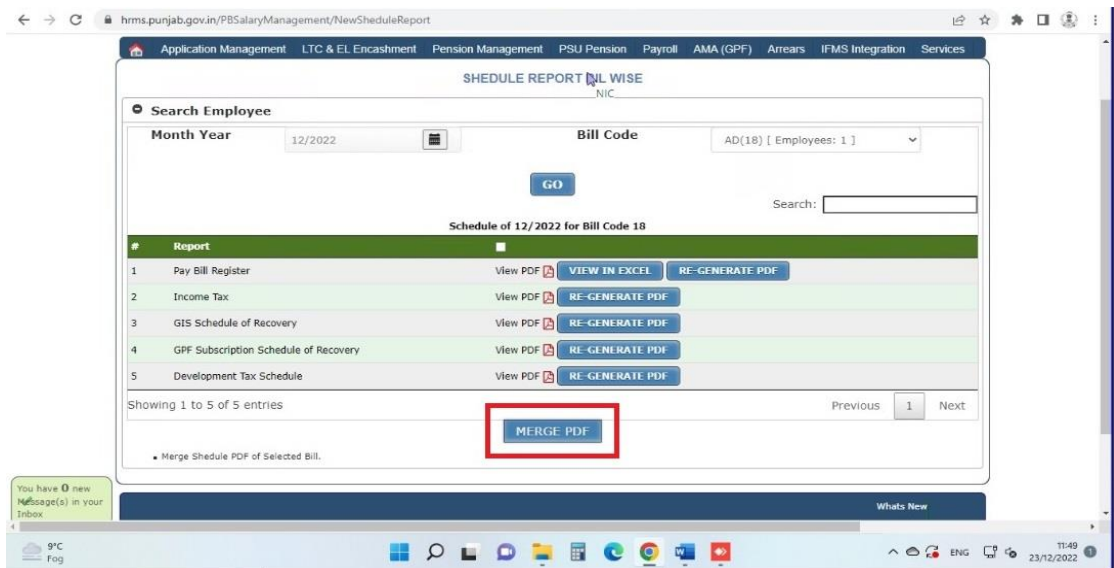
Amear Pay Bill Register & Schedules
Advance & Deduction Schedules
Employees Annual Salary Statement
DDO Deductions Register & Schedules
Pay Slip/Salary Certificate
Bill Wise Salary Status
Paid Month-Wise Salary Status
Expenditure Details
Bill Wise Employee Details
Bank Wise Employees Salary
Monthly Sanctioned & Filled Posts
Generate LIC Text File
ECS File For Old IFMS

<https://hms.punjab.gov.in/PBSalaryManagement/NewSheduleReport>

- b) Select bill for which schedule is to be pushed. Select all schedules and click on **Generate PDF**.



- c) Once the schedule files are generated, click on **Merge PDF**. This will create a single file for all schedules.



- d) Once all the schedules are merged, go to **IFMS Integration** -> **Push iHRMS Bill to IFMS**.

hms.punjab.gov.in/IFMSIntegration/PostBillsToIFMS

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

SCHEDULE REPORT BIL WISE

Search Employee

Month Year: 12/2022 Bill Code: AD(18) [Employee]

GO

IFMS Integration

- Mapping With IFMS DDO
- Mapping With IFMS Account HEAD
- Mapping With IFMS Third Party Payee
- Push iHRMS Bill to IFMS

Search: []

Schedule of 12/2022 for Bill Code 18

#	Report	View PDF	VIEW IN EXCEL
1	Pay Bill Register	View PDF	VIEW IN EXCEL
2	Income Tax	View PDF	
3	GIS Schedule of Recovery	View PDF	
4	GPF Subscription Schedule of Recovery	View PDF	
5	Development Tax Schedule	View PDF	

View Merged File View Merged eBook DELETE PDF

Showing 1 to 5 of 5 entries

Previous 1 Next

Kindly Review Merged Schedule PDF And Check Properly.If Any Issue,You Can Delete.After Push Schedule PDF To IFMS.It Can Not Change

You have 0 new Message(s) in your Inbox

9°C Fog

11:49 23/12/2022

- e) Select required bill and click on **View Schedule** option.

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

PUSH IHRMS BILL TO IFMS

Select Bill Type And Bill Month

Bill Type: Salary Bill Bill Months: December 2022 Bill Status: All Bill

Search Reset

Salary Bill for Month : December 2022

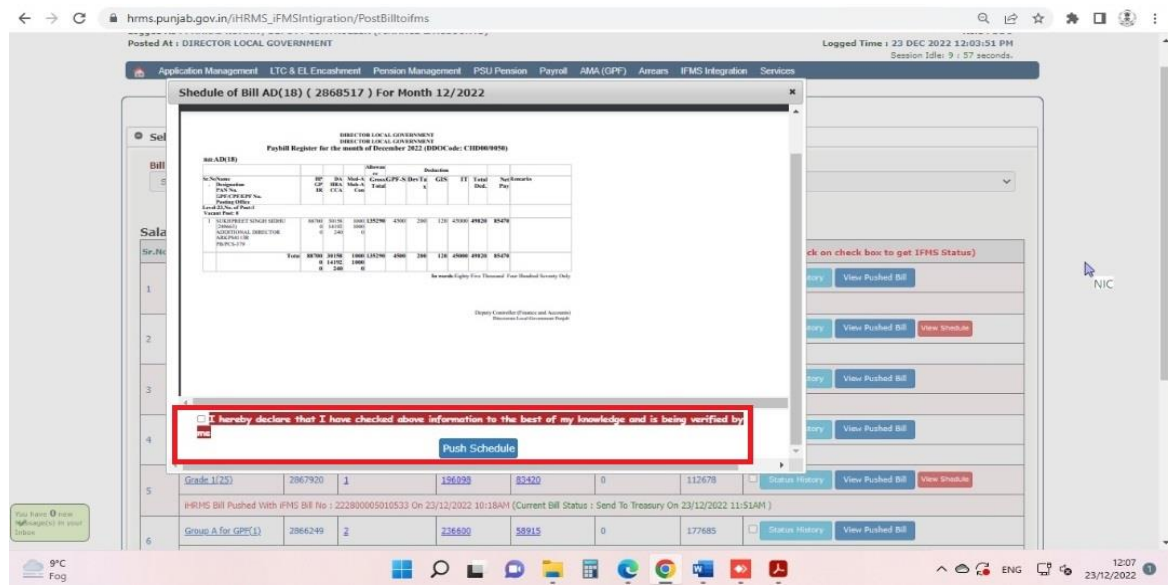
Sr.No.	Bill Name	IHRMS Bill No	No. of Employees	Gross Salary	BT Deductions	AG Deductions	Net Salary	Action (click on check box to get IFMS Status)
1	GPF(4)	2866270	1	72490	6215	0	66275	☐ Status History View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 222800005010537 On 23/12/2022 10:19AM (Current Bill Status : Send To Checker On 23/12/2022 11:46AM)								
2	AD(18)	2868517	1	135290	49820	0	85470	☐ Status History View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 222800005010538 On 23/12/2022 10:19AM (Current Bill Status : Send To Checker On 23/12/2022 11:46AM)								
3	C.GPF 2021(23)	2867096	2	170606	35582	0	134024	☐ Status History View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 222800005010540 On 23/12/2022 10:20AM (Current Bill Status : Send To Checker On 23/12/2022 11:46AM)								

You have 0 new Message(s) in your Inbox

9°C Fog

11:49 23/12/2022

- f) User needs to check and verify the merged schedules. In case, newly generated schedule file is correct, user needs to accept the declaration and click on **Push Schedule**.



- g) Click on **Yes, Proceed** in the shown popup to submit the schedule file to IFMS.

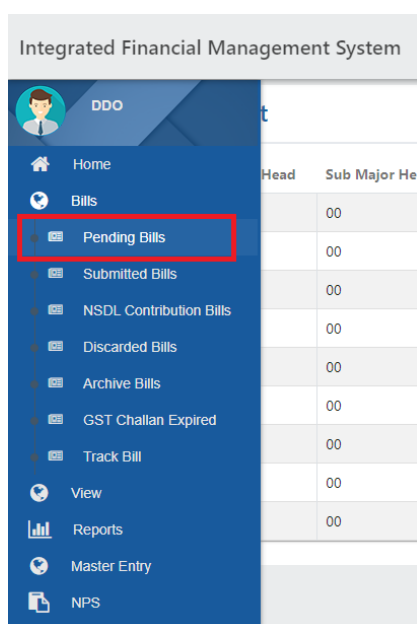


2. While pushing Bills to IFMS, following error may occur:

10001	Department Reference No. already exists. (Bill already pushed to IFMS)
10002	Invalid Integration Source
10003	Invalid Bill Code
10004	Invalid Gross Amount
10005	Invalid Net Amount
10006	Invalid Payee Count
10007	Net Amounts Mismatch
10008	Sum of Payee(s) Amount should match with Net Amount
10009	Gross Amount should be sum of TOBT, AGBT and Net Amount
10010	Payee Amount Cannot have decimal values
10011	Duplicate Payee(s)
10012	Mismatch in NPS Employee(s) and Payee(s)
10013	Invalid NPS Employee Count
10020	Invalid DDO Code
10021	Invalid Payee Code(s)
10022	Invalid AGBT Head
10023	Invalid AGBT Head Description
10024	Invalid TOBT Head
10025	Invalid TOBT Head Description
10026	Invalid Non Exempted Budget Head

10027	Invalid Exempted Budget Head
10028	Invalid Sub SOE
10029	HOD Budget Exceeds
10030	Invalid Head of Account
10031	Inactive NPS Employee Exists in Request
10032	NPS BT does not match with NPS Detail
10033	NPS Bill already generated for Employee
10034	NPS TOBT is required
10035	Salary Bill Already prepared
10036	NPS Employee exists in Request
10037	Please select valid Bill Month
10038	Failed Transaction Pending

3. Before sending Bill to IFMS, please take care of following points:
- While integrating bills from iHRMS to IFMS, please note following points”
 - Payees should be passed from data received through "**getpayees**" API only using same DDO code which is being used while posting bill.
 - Net Amount can be calculated through $[Gross\ Amount - (AG + BT)]$.
 - Net Amount should match with the total payable amount of all payees.
 - Net Amount should match with total amount passed in multi_row_json1 parameter.
 - Payee Amount should not contain decimal value.
 - Unique head of account should be passed in AGBT and TOBT. Duplicate entries these is not acceptable.
 - Each payee can be added once in each bill. There should be no duplicate entry of same payee in a single bill.
 - AGBT and TOBT should not have 0 amount.
 - Amount of Payee cannot be 0.
 - In case, an objection is raised by the treasury officers, the status will be sent as **Bill Discarded**. In this scenario, bill posting will be initiated again and it will be considered as new bill in IFMS.
4. **At IFMS**, Pushed Bills will be shown under **Pending Bills** menu option on side menu bar as shown below:



5. Click **Pending Bills**, it will show all pending Bills as shown below:

Integrated Financial Management System

Welcome CHD000135 (Profile Id :51197)

**Pending Bills**

From Date X 

To Date X 

Search by Token No. / Major Head / DDO Code

Total Bills: 3 | Total Bill Amount: ₹ 387,600

Sr No.	Bill No.	DDO Code	Major Head	Bill	Net Amount	Status
1	222800013510066	CHD00/0135	2052	Pay bill	129200	Send To Checker 
2	222800013510065	CHD00/0135	2052	Pay bill	129200	Send To Checker 
3	222800013510064	CHD00/0135	2052	Pay bill	129200	Send To Checker 

« Previous **1** Next »

6. Click **Bill No.**, it will show **Bill Processing** screen as shown below:

Integrated Financial Management System

Welcome CHD000135 (Profile Id :51197)

**Bill Processing**

1 Bill Information

DDO Name	Swaran Kaur	DDO Code	CHD00/0135
DDO Designation	Superintendent	DDO Office	PUNJAB CIVIL SECRETARIAT
Head of Account	10-2052-00-090-01-00-01-00	Bill Type	Pay bill
Gross Amount	207840	Net Amount	129200
Bill No.	222800013510066		

2 Processing

Send To Treasury 

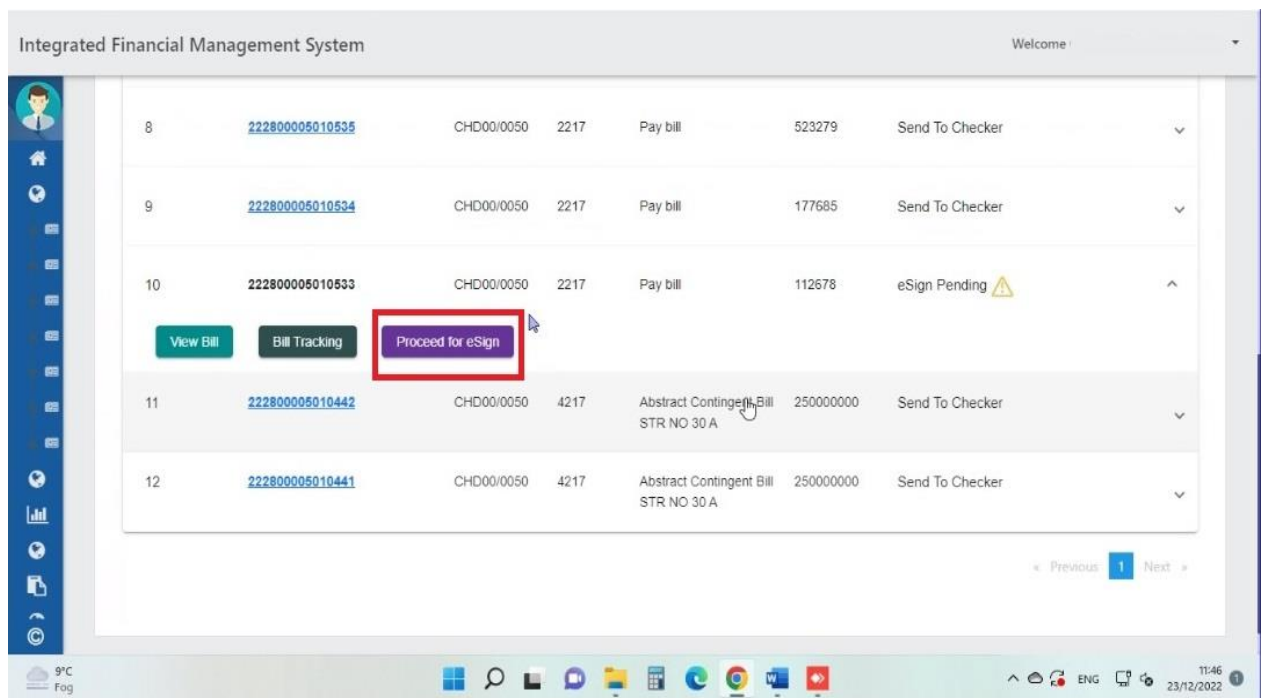
Comments *

Send To Treasury

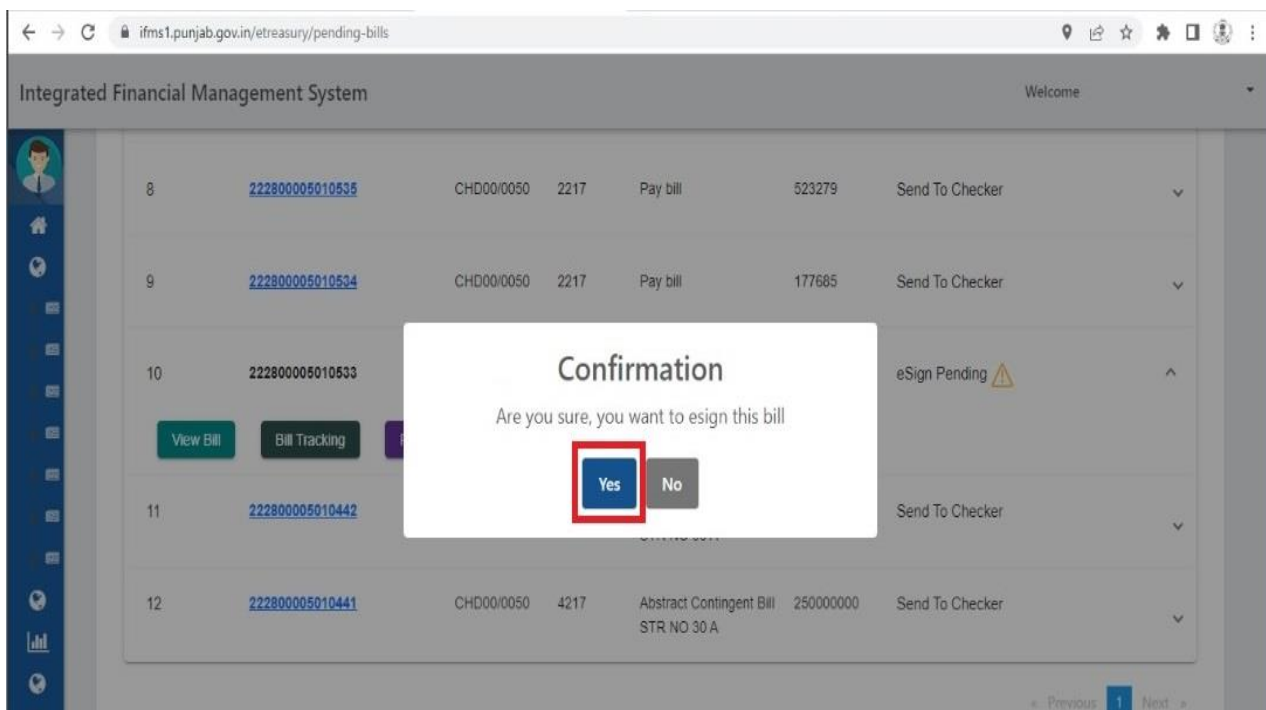
Submit

View Bill

7. Once the selected bill is sent to Treasury, same will be required to eSign as shown below.



8. Click on **Proceed for eSign** button and select Yes on the shown confirmation popup.



9. The user will be redirected to eSign web site where user can use following methods for eSigning the bill.

- ✓ **Aadhaar Number**
- ✓ **Virtual ID**
- ✓ **UID Token**

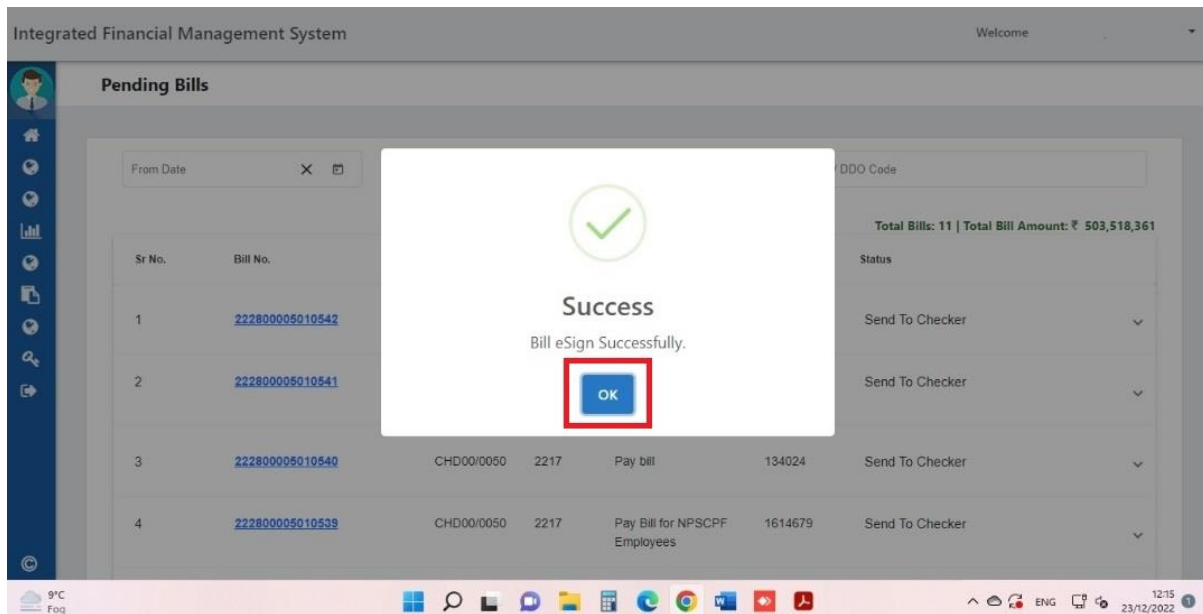
In case user selects **Aadhaar Number**, user needs to enter Aadhaar number and can select Aadhaar TOTP or Aadhaar OTP for verification. User needs to click on **Get OTP**.

The screenshot shows the CDAC's e-Sign Service web page. The page has a header with the Government of India logo, the Digital India logo, and the CDAC logo. Below the header, there is a message: "You are currently using C-DAC eSign Service and have been redirected from". The main content area is titled "CDAC's e-Sign Service" and contains a "View Document Information" section. In this section, the "Aadhaar Number" radio button is selected, and the "Aadhaar OTP" radio button is also selected. There are input fields for "Enter Your Aadhaar Number" and "Enter Your Aadhaar OTP". A "Get Virtual ID" link is present next to the Aadhaar Number field. A "Get OTP" button is highlighted with a red box. The footer of the page contains copyright information: "© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)".

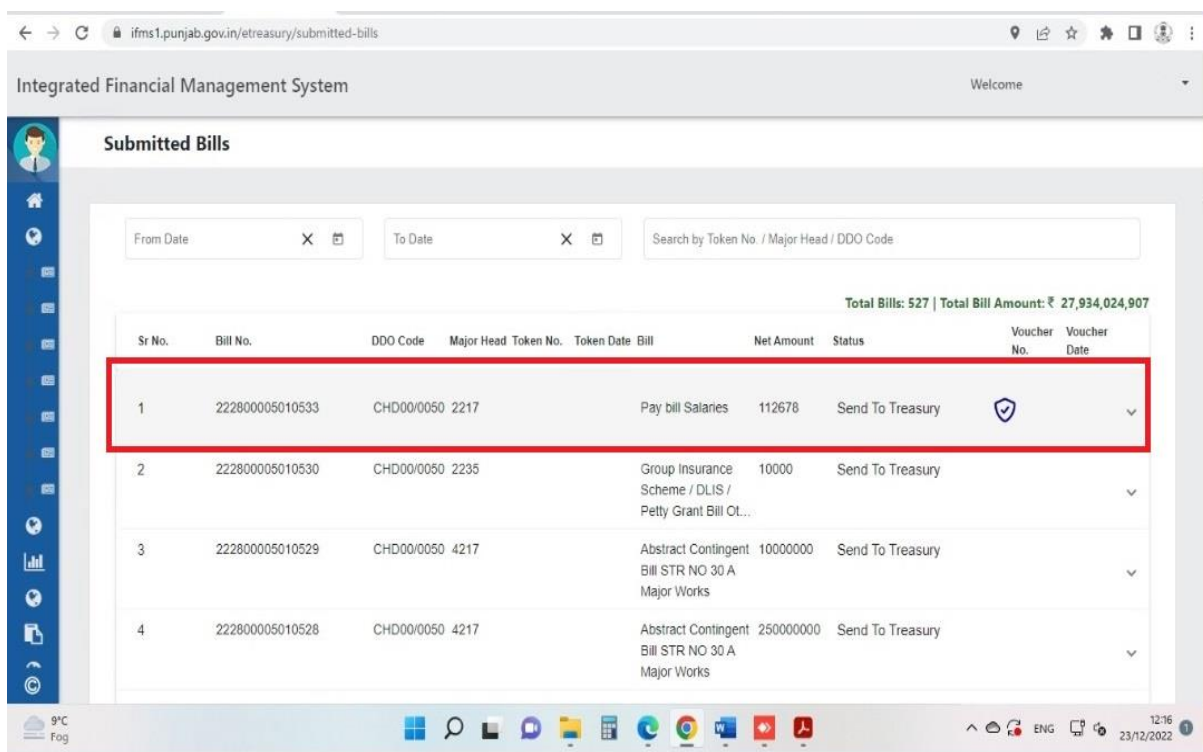
10. An OTP will be sent to the registered mobile number of the user. Same OTP needs to be entered in the provided box and accept the Consent. Once both the tasks are performed, user needs to click on **Submit** button.

The screenshot shows the CDAC's e-Sign Service web page at a later stage. The "Aadhaar Number" and "Aadhaar OTP" radio buttons are still selected. The "Enter Your Aadhaar OTP" field now contains a masked value "*****". A "Listen to Consent" button is visible. Below the consent section, a message states: "OTP has been sent to mobile number <*****8346>". A "Submit" button is highlighted with a red box. The footer of the page contains copyright information: "© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)".

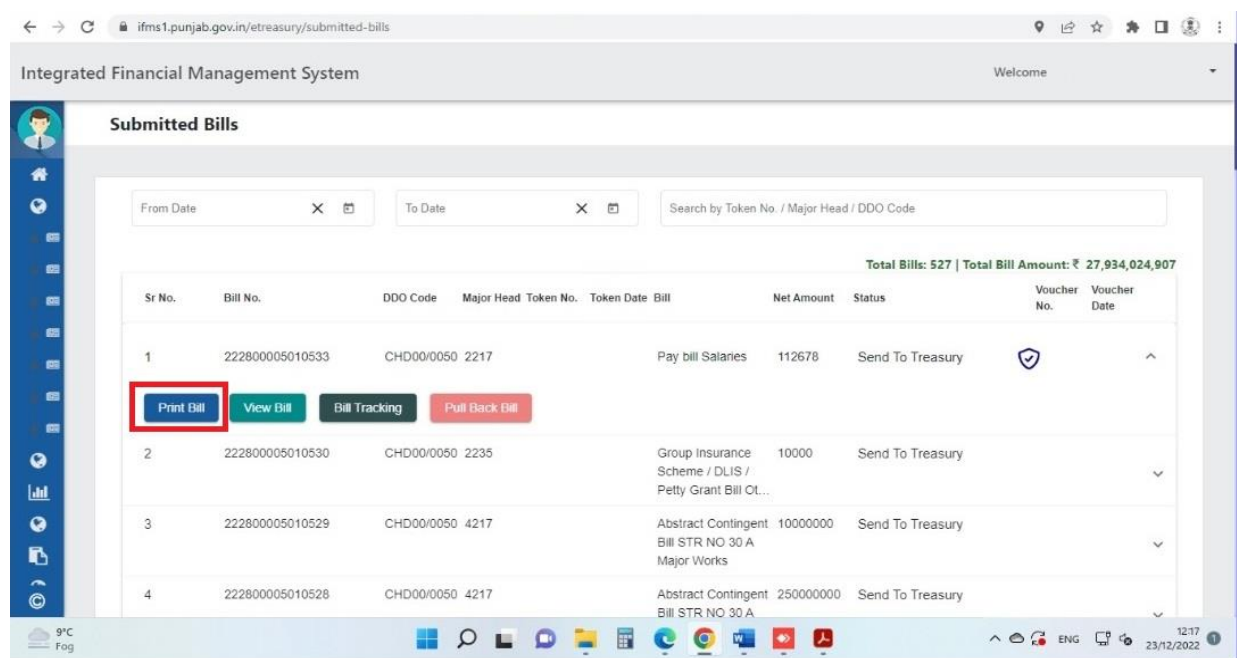
11. In case the user is authenticated, user will be redirected back to IFMS and a success message will be shown.



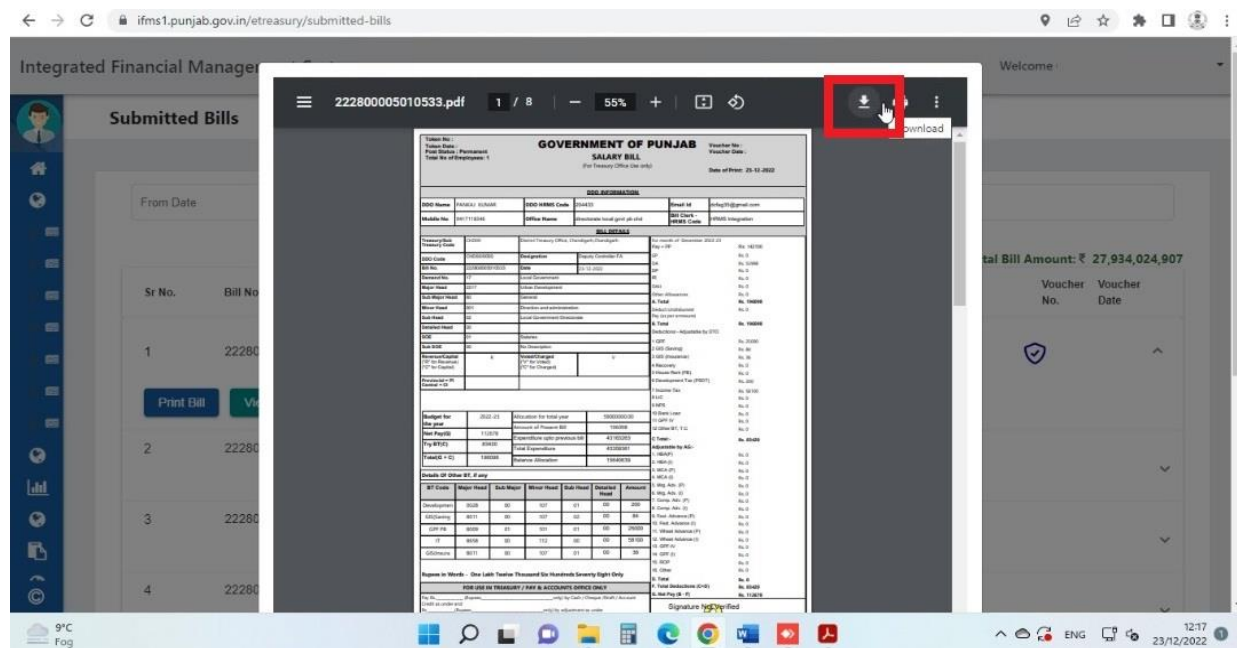
12. In the Submitted bill section, the signed bill will be displayed as shown below.



13. To view e-signed bill, user needs to click on **Print Bill** button of the selected bill.



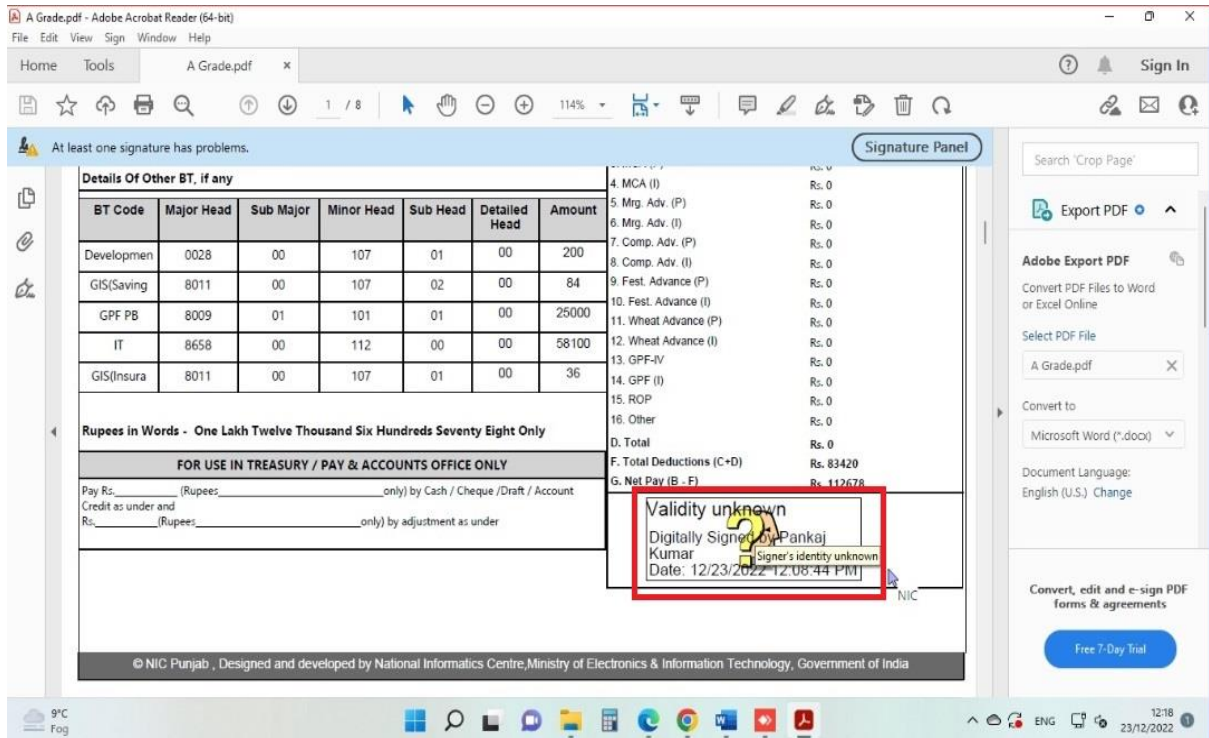
14. User needs to download the e-signed bill by clicking on symbol shown below.



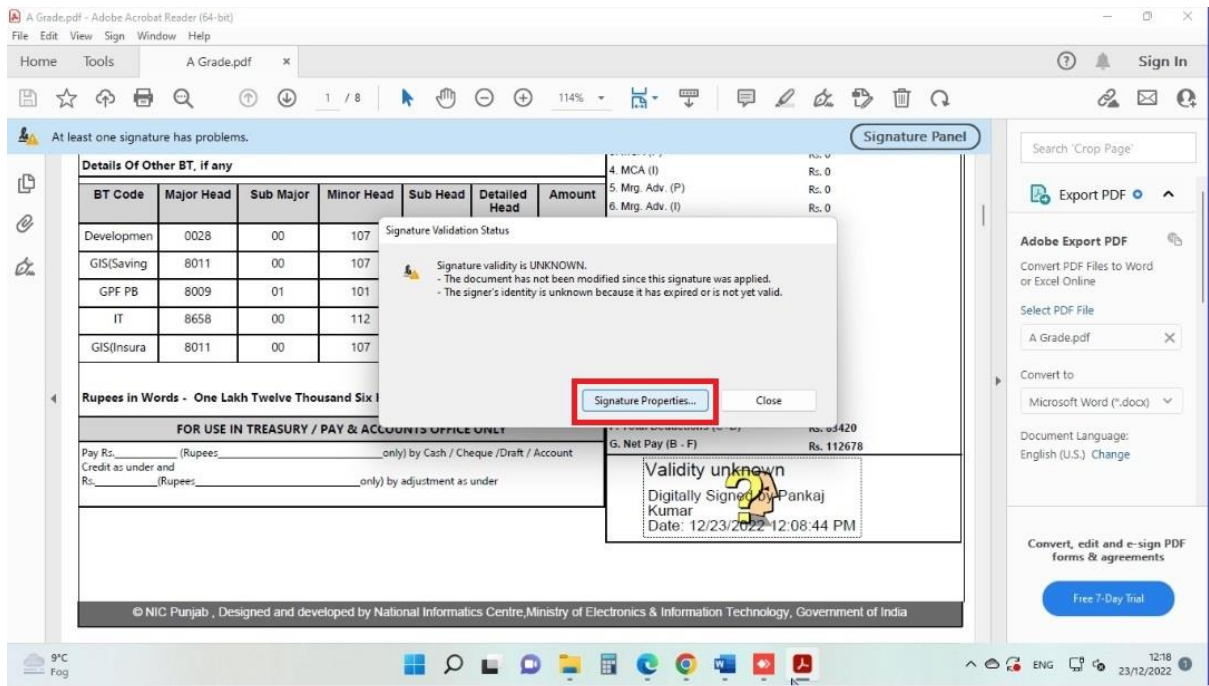
15. To check the validity of eSigned bill, user needs to download / update Adobe Reader software from <https://get.adobe.com/reader/>.

16. Once the software is downloaded / updated, user needs to open the eSigned bill in it.

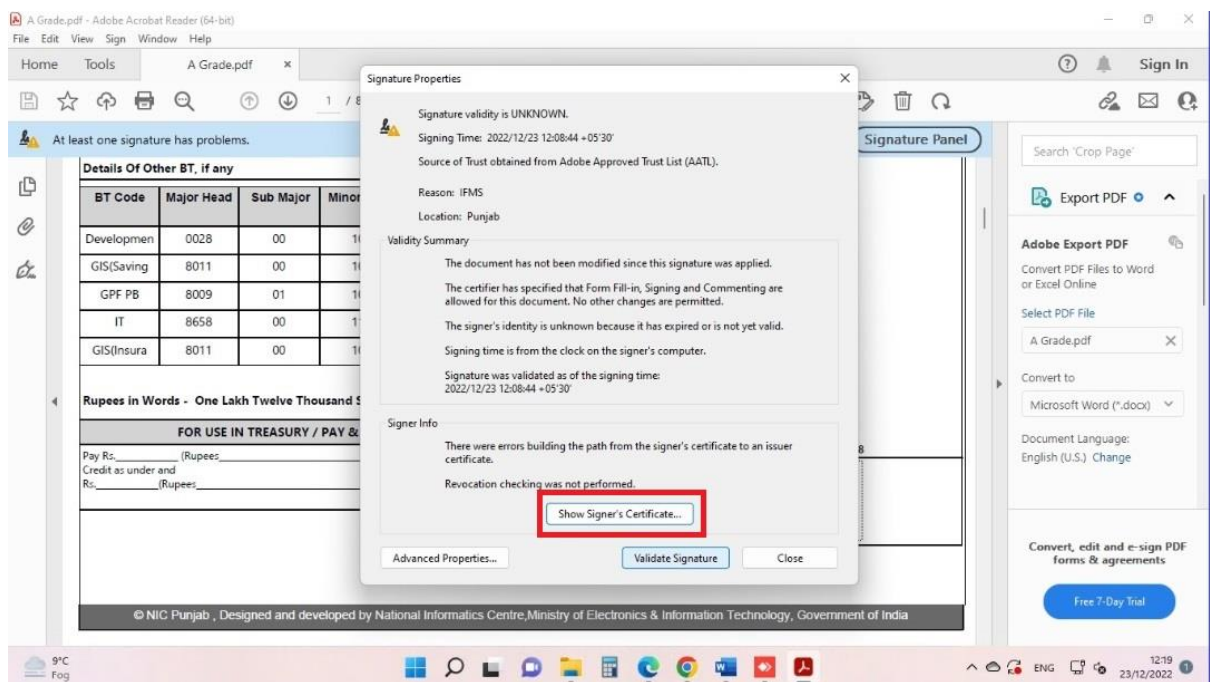
17. To validate, user needs to click on the signature as shown below.



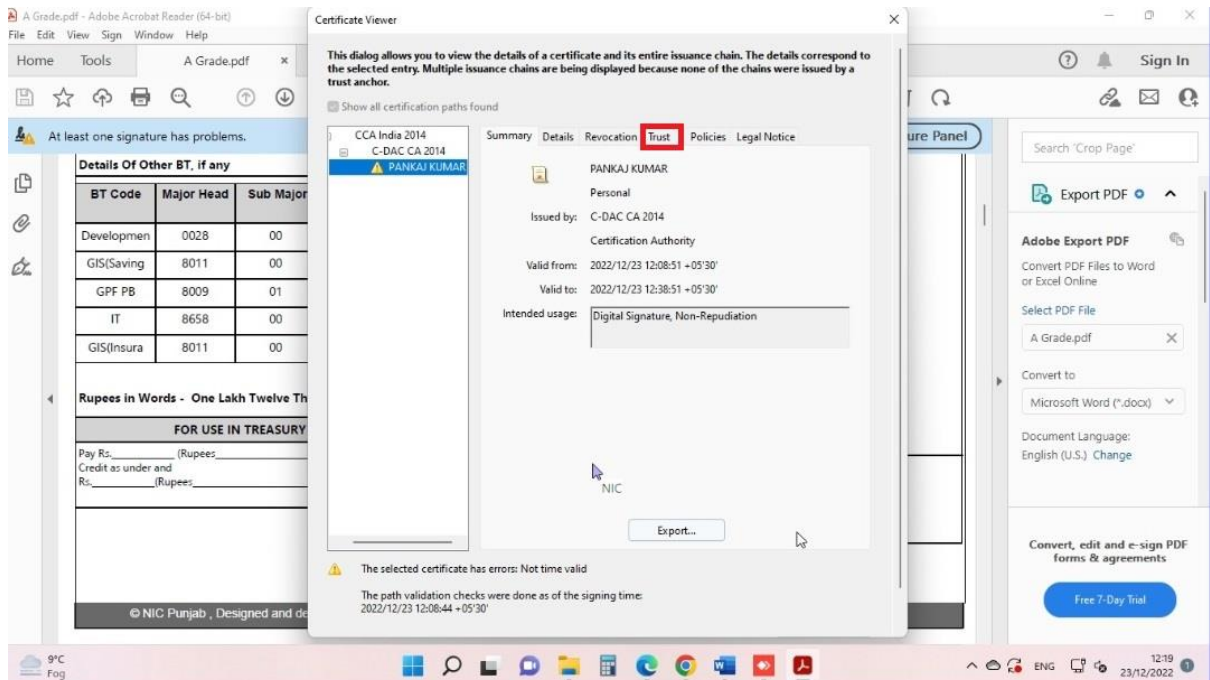
18. A popup will be shown. Click on **Signature Properties**.



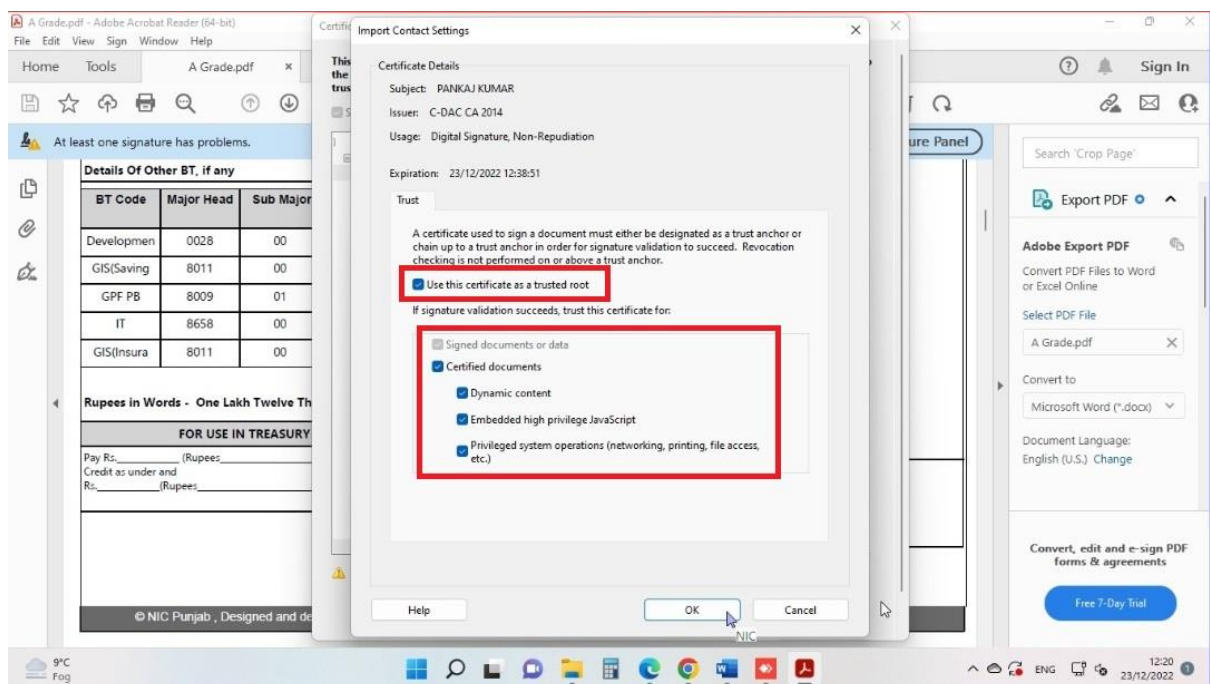
19. In **Signature Properties**, click on Show Signature's Certificate



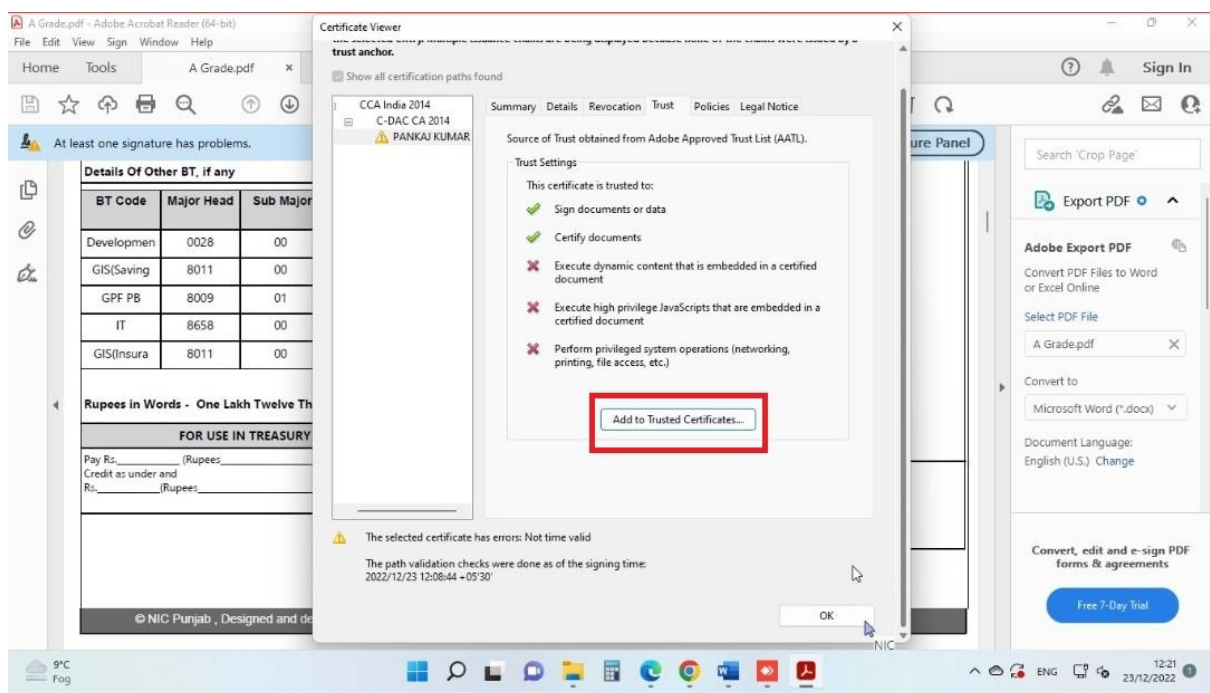
20. In **Certificate Viewer** section, click on **Trust**.



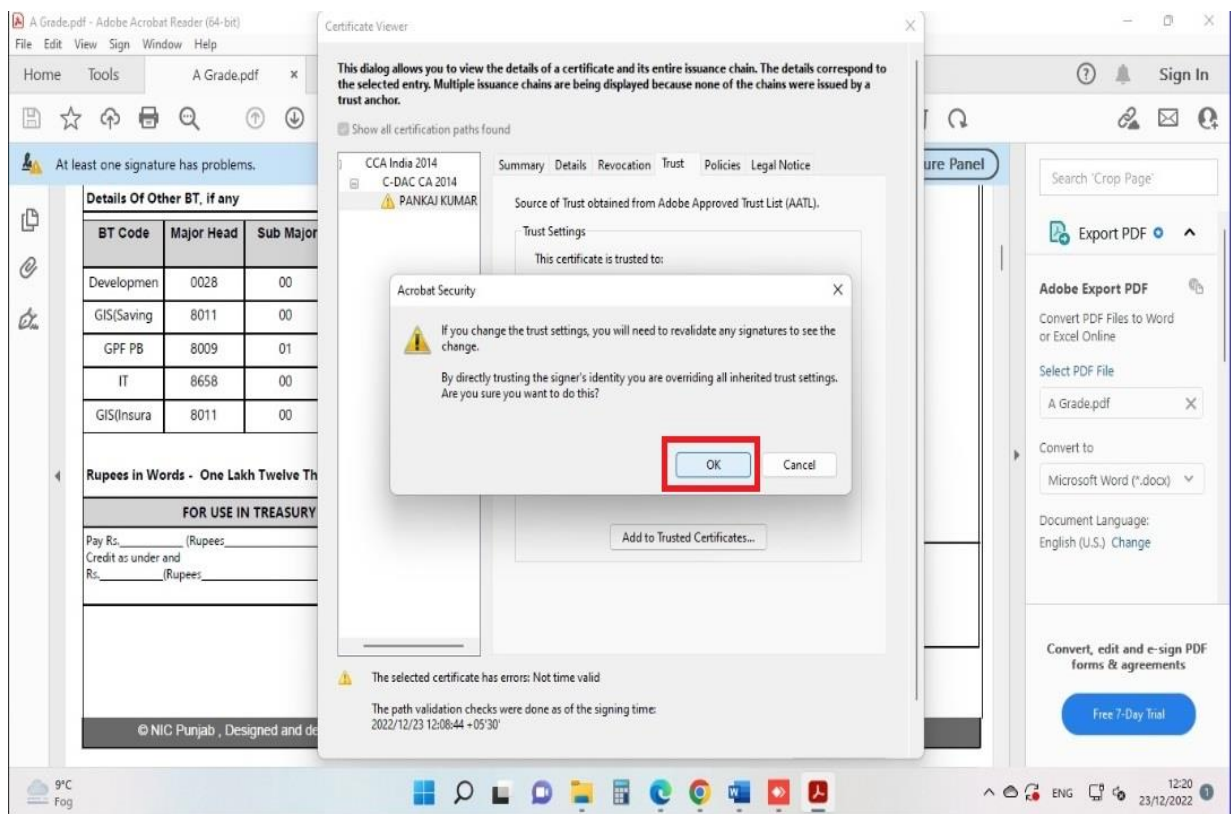
21. Select all the checkboxes as shown in the image below.



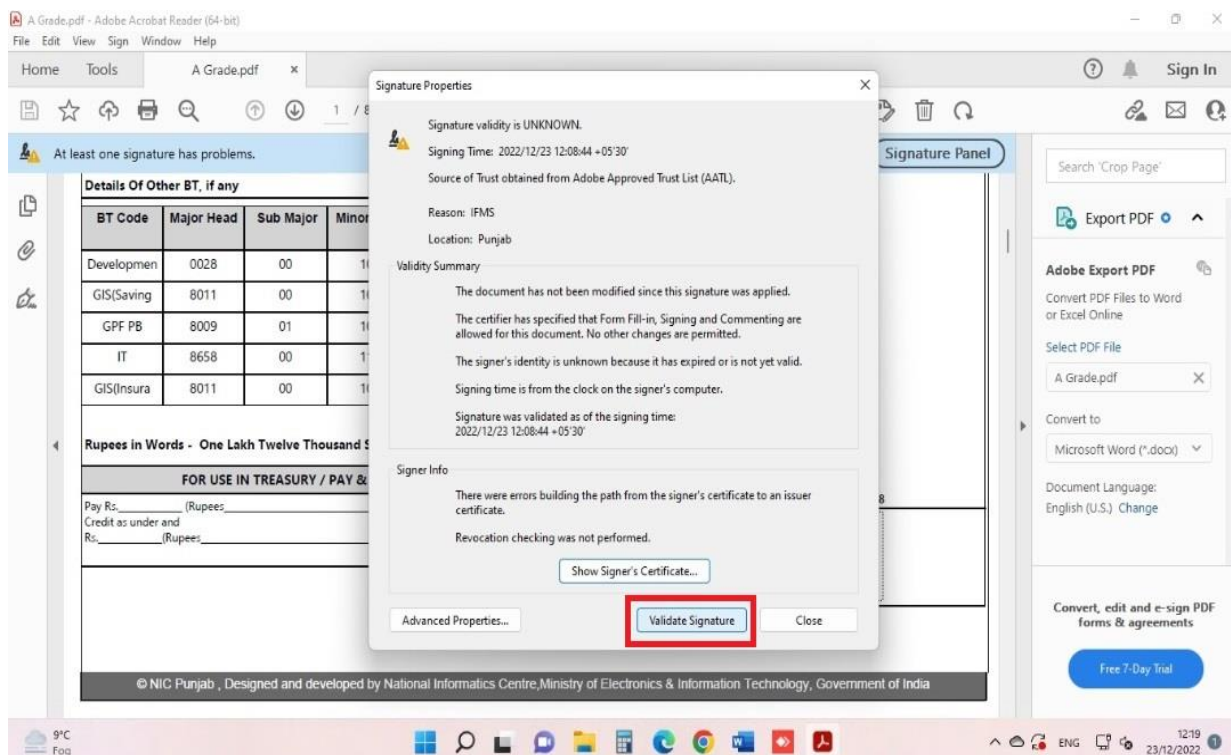
22. Click on Add trusted certificates.



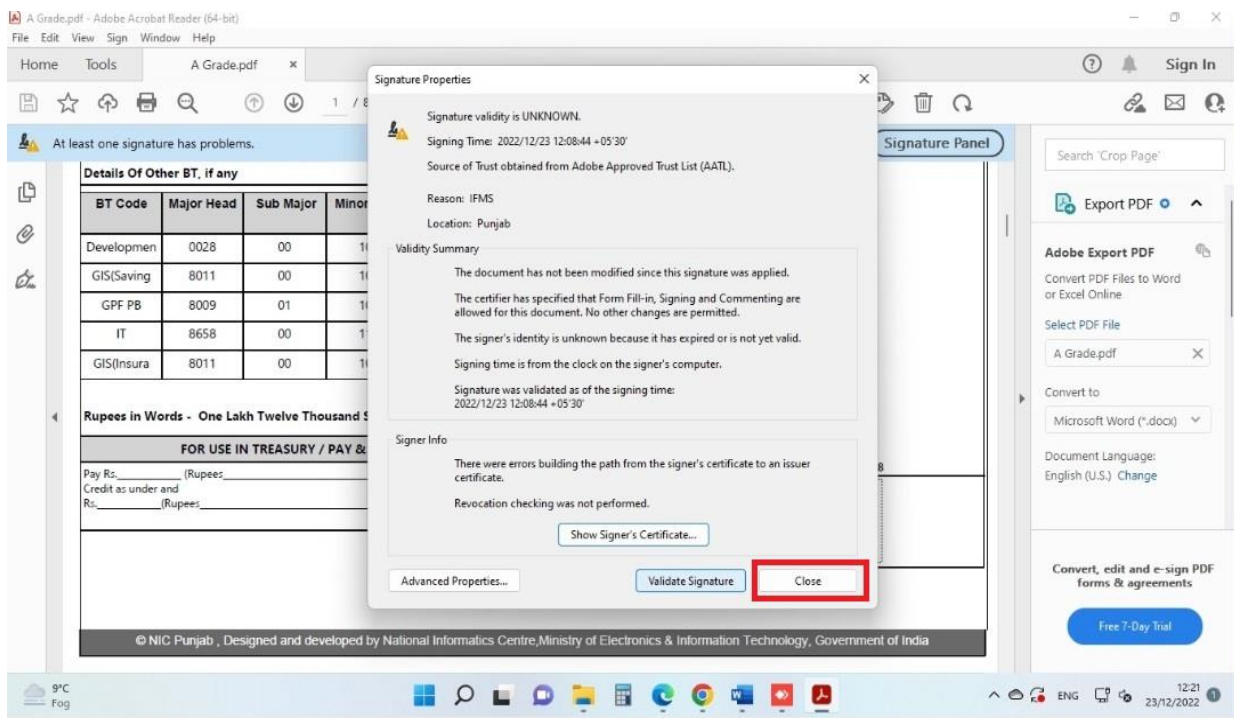
23. Click OK on the warning popup.



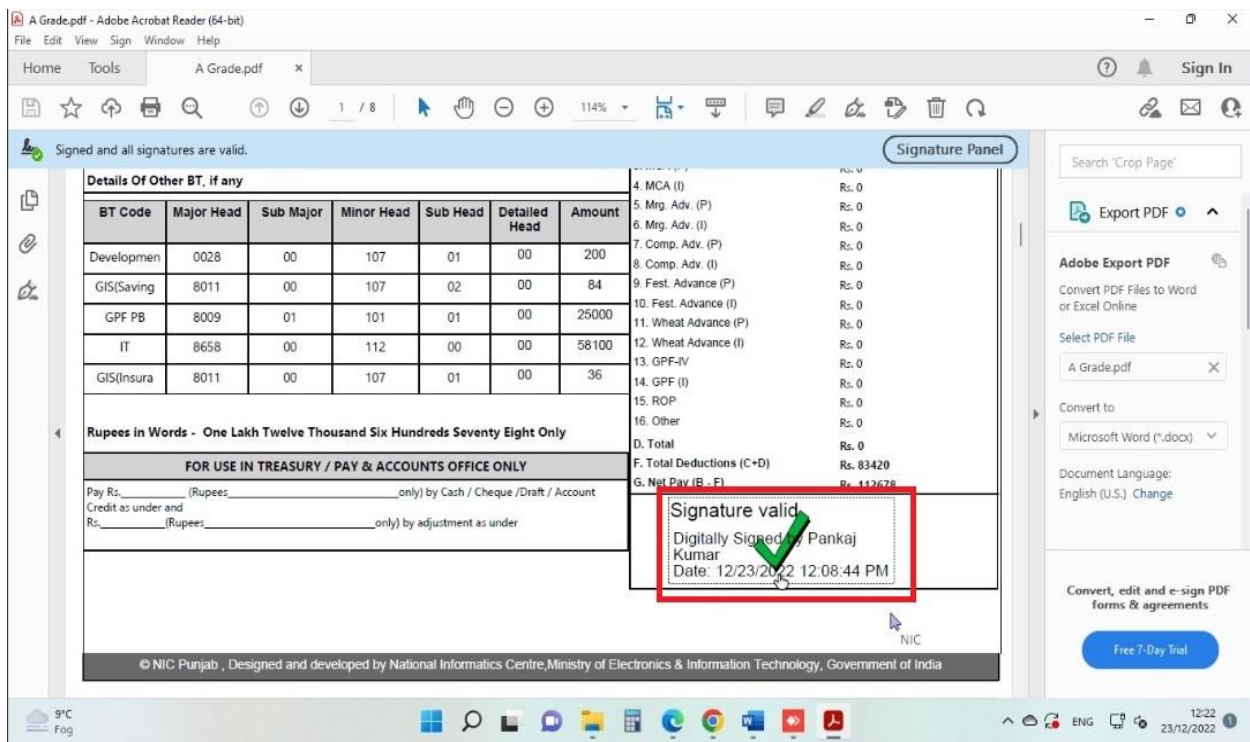
24. Click on **Validate Signature**



25. Close the Signature Properties window by clicking **Close**.



26. Signature on bill will be validated.



*****END OF DOCUMENT*****