

IFMS – iHRMS Bills Integration

for

Government Departments of Punjab

Department of Finance - Government of Punjab

(Version: 1.1)

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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

Mapping WITH JEMS DDO	
iHRMS DDO	PTL000500
iHRMS Code Of DDO	125064
Name	SNEH LATA (125064) (DISTRICT TREASURY OFFICER)
IFMS Treasury *	PTLOO
IFMS DDO *	0500
IFMS UserId *	PTL000500
DDO Mapped With IFMS User Id (P	[L000500] Mapping on : 04/04/2022 3:25PM by PTL000500 Mapping Ip : 10.44.255.1
Update New iHRMS Code of DDO $^{m *}$	
	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:

Application Management	LTC & EL Encashment	Pension Management	PSU Pension	Payroll	AMA (GPF)	Arrears	IFMS Integration	Services
							Mapping With IFM	S DDO
							Mapping With IFM	S Account HEAD
							Mapping With IFM	S Third Party Payee
							Push iHRMS Bill to	o IFMS

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

ount			0000-PSI	U,00,000-PSU	I,00(PTL00-0500-9	9-0000-00-000-00	0-00-01-0	0) -		
1	De-Activ	ate iHRMS	Account Head Reset	Refresh H	Head From iFMS					
ected	d iHRMS Acco	unt Head [Deatil							
o Maj 10r H b Min atil H	jor Head:000-PSU lead: 000-PSU lor Head:- lead: 00-PSU	SU								
E: 01 heme Bill F	-Salaries :: 00 - N.A. Found : 	tail		1			1			
DE: 01- heme DBIII F FMS A/ Sr.No.	-Salaries :: 00 - N.A. Found : 	DEMAND	MAJOR HEAD	SUB MAJOR HEAD	MINOR HEAD	SUB HEAD	DETAIL HEAD	SHARE CODE	VOTED / CHARGED	SOE
DE: 01- heme Bill F FMS A Sr.No.	-Salaries :: 00 - N.A. Found : Consolidated - 1	DEMAND Finance - 08	MAJOR HEAD Treasury and Accounts Administration - 2054	SUB MAJOR HEAD - 00	MINOR HEAD Treasury Establishment - 097	SUB HEAD Treasury Establishment - 01	DETAIL HEAD - 00	SHARE CODE State-1	VOTED / CHARGED Voted - 1	SOE Salaries - 01

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 IFM	S DDO
								Mapping With IFM	S Account HEAD
								Mapping With IFM	<u>S Third Party Payee</u>
								Push iHRMS Bill to	DIFMS

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

appi	ng Of IHRMS DI	00 Deductions-IFN	1S Third Party Iner	face							
MS (ucti)DO on Codes				None selected •	•					
Reset Refresh IFMS Portal											
ifms	Non Employee Paye	e Detail									
	Payee Code	Payee Name			IFSC		Account	HRMS Emp Codes			
0	90700050010024	Goods and Serv	rices Tax		SBIN000	1637	55108387635				
0	90700050010025	ASSISTANT CO	NTROLLER RENTS CHAND	IGARH	SBIN000	8719	36319771738				
0	90700050010042	SENIOR POST N	MASTER		SBIN000	1637	55108387635				
			Mapping wit	h iHRMS Non Em	ployee Payee C	ode					
	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:

	Employee Enrollment	Service Book Detail	LTC & EL Encashment	Transfer Promotion	MIS Reports	PSU Pension	Payroll	GPF	Reports	Leave	Arrears	GIS	My Services
_							Income 1	Tax Serv	rices				
				Vie	w Employee Da	sbboard	GPF						
					in Employee Ba	Should	Salary R	teports					
							Misceller	nous Sa	lary Repo	ts			
							Salary M	laster D	etails				
							Prepare	Salary				Generate	⊎/Update Salary
							Miscellar	neous F	orms			nitiate S	alary Processing for Next month
							Backlog	Salary				Copy Pre	evious Month Salary From Old DDO
							Submit 9	Salary B	ill For Verit	ication	N	lanage.	Allowances
							Update \	Voucher	On Salary	Bills		lanage	Deductions
_							Update E	Bulk Bar	nk A/C Red	uest	A	pply Ne	w DA Rate
							Covid-19	9 Vaccin	ation Exer	nption	A	pply Ap	proved Increment in Salary
							Vaccinat	tion Entr	y For Emp	loyee	F	rint App	proved Increment Order
							Apply 6F	PC On S	alary		F	Revert A	pplied Increment on Salary
							Generate	e Miscel	llaneous B	ills	\ \	/erified \$	Salary Allowance Conversion Reques
							COVID-1	19 - Dut	y Details E	ntry			

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

	INSERT DEDU	CTION AMOUNT	
Search Employes			
Designation*	All 🗸	Salary Type*	Regular Salary 🗸
Show Bills of*	06/2022	Service Group*	All ~
Bill Code*	Ravinder pal 1573 april(817) [Employees: 1]	Latest Unverified Month*	June 2022 🗸
Grade Pay*	9999999	Deduction	GIS (GIS)
Pay Scale For*	ALL V	Select option*	○ GIS Amount
	Note :- Enter 9999999 In Grade Pay To	o get all Employees irrespective	of Grade Pay Amount
	SEA	ARCH	
Doduction Dotail			

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:

			INSERT DE	DUCTION AMOUNT				
O Sea	rch Employes							
• Ded	uction Detail							
			Sear	ch:	EXCEL	PDF CSV	PRINT Show 300	✓ entries
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	
Showing	1 to 1 of 1 entries		UPDATE RE	CORDS CANCEL			Previous 1	Next

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).

	Application Management LTC & EL Encas	shment	Pension Management	PSU Pension	Payroll	AMA (GPF)	Arrears	IFMS Integration	Services				
	Create Salary Template								Search:		Show	10	∨ e
Sr.N	Payroll Master				P	endency							
1	Attach Other Offices For Salary	itted l	oy SHIV RAJ (355445) (lated 18/06/20	22 is pendi	ng for your ap	oproval. G	oTo: Administrator	>Approval/(Cancellation	>Approve Bank	A/c Up	datio
Showin	Approvals/Cancellations										Previous	1	N
4	GPF Management												1
	Add/Update DDO Deductions												
	Module Wise Menus Permission												
	Employee Bank Branch Master												
	Loan/Advances Correction												
	Remove Registered Employees												
	ROP/WC/Dept Houses Rent HoA												
	Salary Against Other Designation											Whats N	lew
	Salary Against Other Designations (Bulk En	tr <mark>y</mark> /)											
	Search Offices Attached By Other DDO												
	Delete Wrong Stop/Revoke Entry												
	Update Calender date in Regular Verified Sa	alary											
	Generate Ext. Manpower Certificate												

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

1	
uctionSelect	~
Select ROP_Tracsury_Deduction	
Code HBA Interest Through Banks GPF Subscription AIS	
B GPF Advance Recovery HBA Through Banks	
Code	~
d Code	~
Type OBT Deduction	
OAG Deduction	
SAVE	
OAG Deduction SAVE	

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 Ty	/pe		В	ill Months				Bill Status	
Sala	iry Bill		~	June 2022			~	Pending For Push To IFMS	~
Salary	/ Bill for Month : June	2022			Search	eset			
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	<u>61015</u>	<u>1944</u>	0	59071	Voucher Updated Manually With NO: 50 on 06/07/2022	
2	4_(Group A)(22)	2591012	1	<u>84503</u>	<u>16658</u>	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	<u>129343</u>	<u>28905</u>	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	HIHRMS BIL	L TO	IFMS			
Sele	ct Bill Type And Bill Month										
Bill T	ype			Bill Mo	onths					Bill	Status
Sal	ary Bill		~	June	2022					 ✓ Alr 	ready Pushed To IFMS
					-			_			
						Search	Reset				
alar	y Bill for Month : June 2	2022									
r.No.	Bill Name	Bill No	No.of Emplo	yees	Gross Salary	BT Deduct	ions	AG Deduc	tions	Net Salary	□ Action (click on check box to get IFMS State
	Sukhdeep Kaur(820)	2582558	1		<u>68903</u>	<u>11037</u>		0		57866	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No	: 221800002	2510478 On 30/0	6/2022	9:21AM						
					(-						
alarv	Bill for Month : June 2022				Sea	Reset					
r.No.	Bill Name	HRMS Bill No	lo.of Employees	Gros	s Salary BT D	Oeductions	AG Ded	uctions	Net Salar	y Action	(click on check box to get IFMS Status)
	Sukhdeep Kaur(820)	2582558	L	6890	3 110	37	0		57866	View	Pushed Bill
	HRMS Bill Puthed With: FMS Bill No : 221800002510478 On 30(06/2022 9:21AM										
	RGULAR GO INSP E04(280)	2582053	2	1068	92 124	24	0		94468	View	Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510	476 On 29/06/202	2 1:41PM								
	NPS pay july(822)	2598419 2	2	5003	42 511	<u>18</u>	0		449224	View	Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510	549 On 06/07/202	2 2:49PM								
	PROB PERIOD MARCH 2022(761)	2582102	38	<u>6744</u>	<u>35 726</u>	<u>50</u>	0		601785	View	Pushed Bill
	IHRMS Bill Pushed With IFMS Bill No : 221800002510	477 On 29/06/202	2 2:00PM								
	INSP GPF(419)	2579669 1	19	<u>1926</u>	009 433	<u>016</u>	3000		1489993	C Statu	is History View Pushed Bill
	IHRMS Bill Pushed With IFMS Bill No : 2218000025104	475 On 29/06/202	2 1:06PM (Current Bill St	atus : Sen	d To Checker On 29/06	5/2022 5:04PM)					
	<u>SI ASI(134)</u>	2587362	102	9850	017 208	9162	<u>57281</u>		7703574	View	Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510	501 On 01/07/202	2 12:45PM	_							
	6TH E04.3(652)	2584500	322	2250	2480 262	5811	3000		19873669	View	Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510	493 On 30/06/202	2 1:47PM	_							
	6TH NP5(661)	2584681	<u>472</u>	2808	1429 300	3470	2633		25075326	View	Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510	194 On 30/06/202	2 1:58PM							_	
	6TH PAY E04 1(650)	2599035	<u>+10</u>	3047	8319 371	2967	2000		26763352	View	Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510	553 On 06/07/202	2 4:30PM								
.0	6TH OR CT 1(658)	2587913	549	4378	4876 102	95154	156311		33333411	View	Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510	503 On 01/07/202	2 3:31PM								

- 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.

\leftrightarrow \rightarrow G	hrms.punjab.gov.in/Home/ALog			ସ ଜ ☆ 🛛 🌍 :				
	DEPARTMENT OF : DIR Logged As Posted At : PUNJAB CIVIL SECTT CHANDIGARH	DEPARTMENT OF : DIRECTOR HOSPITALITY , PUNJAB						
	📸 Application Management LTC & EL Encashment Pension Management PSU Pensio	n Payroll AMA (GPF) Arrears IFMS Income Tax Services	Integration Services					
		Salary Reports	Salary Pay Bill Register & Schedules					
		Miscellenous Salary Reports	Arrear 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					
			Whats Bank Wise Employees Salary	New				
			Monthly Sanctioned & Filled Posts					
You have 0 new			Generate LIC Text File					
Message(s) in your Inbox			ECS File For Old IFMS	-				
https://hrms.punjab.g	jov.in/PBSalaryManagement/NewSheduleReport			•				

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

	plication Managem	encashment	Pension Management	PSO Pension Payroli	AMA (GPT) Arrears	IT MS Integration	Services
			SHEDULE RE	PORT BIL WISE			
• Sea	arch Employee						
Мо	nth Year	12/2022		Bill Code	AD(18) [Emplo	yees: 1] 🗸	
				ю			
					Search	1:	
	Report		Schedule of 12/20	22 for Bill Code 18			
1	Pay Bill Reg	lister					NIC
2	Income Tax						
3	GIS Schedu	ule of Recovery				2	
4	GPF Subscr	iption Schedule of Recovery				2	
5	Developme	nt Tax Schedule				2	
Showing	g 1 to 5 of 5 entri	es				Previous 1	Next
			GENER	ATE PDF			
• Ge	enerate Shedule PDF of	f Selected Bill Single/Together.					
C							
						Whats N	cw

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

	SHEDULE REPOR			
• Search Employee				
Month Year 12/2022		Bill Code	AD(18) [Employees: 1]	~
	GO			
			Search:	
	Schedule of 12/2022 fo	or Bill Code 18		
# Report				
1 Pay Bill Register	View PDF 🔁 💽	/IEW IN EXCEL RE-GENE	RATE PDF	
2 Income Tax	View PDF 🔁 💽	RE-GENERATE PDF		
3 GIS Schedule of Recovery	View PDF 🔁 💽	RE-GENERATE PDF		
4 GPF Subscription Schedule of Recovery	View PDF 🔁 📧	RE GENERATE PDF		
5 Development Tax Schedule	View PDF 🔀 🔲	RE-GENERATE PDF		
Showing 1 to 5 of 5 entries		_	Previous	1 Next
Merge Shedule PDF of Selected Bill.	MERGE PI	DF		

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

Аррисацов м	anagement Erc & EL Encasimen	rension Management	PSO PENSION Payroli	AMA (OPT) And	ars in MS integra	services			
		SHEDULE RE	PORT BIL WISE		Mapping Wit	h IFMS DDO			
• Search Emp	oloyee				Mapping Wit	h IFMS Account	HEAD		
Month Year	12/2022		Bill Code	AD(18) [En	nploy Mapping Wit	oy Mapping With IFMS Third Party Payee			
					Push iHRMS	Bill to IFMS			
			ю						
				Se	arch:				
		Schedule of 12/20	22 for Bill Code 18						
# Report									
1 Pay Bill F	legister		View PDF	TEW IN EXCEL					
2 Income 7	ax		View PDF						
3 GIS Sche	dule of Recovery		View PDF						
4 GPF Sub	scription Schedule of Recovery		View PDF						
5 Developr	nent Tax Schedule		View PDF 🔁						
View Mer	ged File View Merged eBook		DELETE PDF						
Showing 1 to 5 of	5 entries				Previous	1 Next			
Kindly Review I	Merged Shedule PDF And Check Properly.	If Any Issue,You Can Delete.A	fter Push Shedule PDF To IFMS.I	t Can Not Change					
L							-1		
					w	hats New			

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

					PL	JSH IHRMS BIL	L TO IFMS				
0	Sele	ct Bill Type A	nd Bill M	lonth							
	Bill 1	ype			Bill Mont	hs		8	ill Status		
	Sa	lary Bill		~	Decemb	oer 2022		~	All Bill		~
		Group D GPF(4)	2866270	1	72490	6215	0	66275	Status H	story View Pushed	Bill
		Group D GPF(4)	2866270	1	72490	6215	0	66275	Status H	story View Pushed	Bill
	1										_
	1	iHRMS Bill Pushe	d With iFMS	Bill No : 222800	0005010537 0	n 23/12/2022 10:	19AM (Current B	ill Status : :	Send To Checker O	in 23/12/2022 11:46AM	1)
	1	iHRMS Bill Pushe	d With iFMS	Bill No : 222800	135290	n 23/12/2022 10: 49820	19AM (Current B	85470	Send To Checker O Status H View Shedule	istory View Pushed	1) Bill
	2	iHRMS Bill Pushe	d With iFMS 2868517 d With iFMS	Bill No : 222800	135290 0005010537 O	n 23/12/2022 10: 49820 n 23/12/2022 10:	19AM (Current B 0 19AM (Current B	Il Status : 5 85470	Send To Checker O Status H View Shedule	in 23/12/2022 11:46AM	Bill 1)
	1 2 3	iHRMS Bill Pushe AD(18) iHRMS Bill Pushe C. GPF 2021(23)	d With iFMS 2868517 d With iFMS 2867096	Bill No : 222800	0005010537 O 135290 0005010538 O 170606	n 23/12/2022 10: 49820 n 23/12/2022 10: 36582	19AM (Current B 0 19AM (Current B 0	III Status : 1 85470 III Status : 1 134024	Send To Checker O Status H View Shedule Send To Checker O Status H	In 23/12/2022 11:46AM	Bill Bill

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.**

1	Posted At I	DIRECTOR LOCAL GO	OVERNMEN	т								_			Logged Time 1 2 S	3 DEC 2022 12:03:51 ession Idle: 9 / 57 secon	PM ds.			
	💼 Аррб	cation Management LT	IC & EL Enc	ashment	Pension	n Manag	pemient	PSU	Pension Pays	oli AMA	(GPF) Arres	ars IFMS Integ	ration S	ervices						
C		Shedule of Bill AD	(18) (28	68517) For M	lonth	12/2	022		_			_	×			-	5		
ļ.	• Sel	Fay	hill Register fo	DIRECTO DIRECTO The month	II LOCAL GO II LOCAL GO of December	VERMENT VERMENT r 2022 (DE	DOCode	CHDM	1058)											
	Bill	842AD(38)			Abera	Deale	in free							. 114						
	10	Sr.NoNam Designation PAN Na. DPECPEEPEN. Dealere Office	R D IX	DA Mad-A HEA Mah-A CCA Can	Great GPF-1 Total	S Des Ta	GIS	Did.	Net Recards Pay								*			
		Level 23, No. of Particl Vacant Part: 8	et schu		111710 230		1700 420		1527					- 84						
	Sala	(20060) ADDITIONAL DIRECTOR ARX PAULOR		5400 1000 240 0				100	2531.2					- 114						
	Sr.Nc	PB-PC3-379	Tora: 88700	39158 1000	135296 458	0 294	128 450	ee 41920	85479					cl	k on check box to	get IFNS Status)				
		here here	a l	248 6			i maki y	pay tion The	nami For Booked Screety	Only					View Pushed I	ME			R	
	1															-			141	1
	-							Deputy	Conveiler (Prostoc and Asso Discourse Local Grossman B	nanin) Legiste							-			
	2														view Publied (_			
	-																_			
	-														ory View Pushed I	sit				
		4.0												-11						
		I hereby declo	ane that I	have ch	ecked a	bove in	forms	ation t	o the best of	my know	ledge and is	being verified	i by		View Pushed I	se l				
	4						Pus	h Sche	edule								_			
		Grade 1(25)	2867920	1			1960	29	83420		0	112678	10	Status Histo	View Pushed I	View Shouluke				
		IHRMS Bill Pushed With	IFMS BIT No	: 222800	00501053	13 On 23	3/12/20	22 10:1	8AM (Current Bil	Status : S	end To Treasu	ry On 23/12/2023	2 11:51AN							
		Group A for GPE(1)	2866249	2			2366	00	58915	3	0	177685	D	Statun Histo	View Pushed I	18				
ue:																				

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

HIRMS Bill Name : AD(18)(2868517) Are you sure to push this bill Shedule to iFMS ?	
Are you sure to push this bill Shedule to iFMS ?	

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

10001	Dependence of Defense on the strength subtraction (Dill should be used at a USAC)
10001	Department Reference No. already exists. (Bill already pushed to IFINIS)
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:
 - a) While integrating bills from iHRMS to IFMS, please note following points"
 - b) Payees should be passed from data received through "**getpayees**" API only using same DDO code which is being used while posting bill.
 - c) Net Amount can be calculated through [Gross Amount (AG + BT)].
 - d) Net Amount should match with the total payable amount of all payees.
 - e) Net Amount should match with total amount passed in multi_row_json1 parameter.
 - f) Payee Amount should not contain decimal value.
 - g) Unique head of account should be passed in AGBT and TOBT. Duplicate entries these is not acceptable.
 - h) Each payee can be added once in each bill. There should be no duplicate entry of same payee in a single bill.
 - i) AGBT and TOBT should not have 0 amount.
 - j) Amount of Payee cannot be 0.
 - k) 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:



- Welcome CHD000135 (Profile Id :51197) 👻 Integrated Financial Management System -Pending Bills ***** × To Date × From Date Search by Token No. / Major Head / DDO Code Total Bills: 3 | Total Bill Amount: ₹ 387,600 œ Sr No. Bill No. DDO Code Major Head Bill Net Amount Status 222800013510066 CHD00/0135 2052 Pay bill 129200 Send To Checker 1 2 222800013510065 CHD00/0135 2052 Pay bill 129200 Send To Checker ۲ 222800013510064 CHD00/0135 2052 Pay bill 129200 Send To Checker 3 ۲ Г<u>.</u> 9 1 Next » ©
- 5. Click **Pending Bills**, it will show all pending Bills as shown below:

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

Integrated	Itegrated Financial Management System Welcome CHD000135 (Profile Id :													
	Bill Processing													
*														
8	Bill Information													
63	DDO Name	Swaran Kaur		DDO Code	CHD00/0135									
	DDO Designation	Superintendent		DDO Office	PUNJAB CIVIL SECRETARIAT									
	Head of Account	10-2052-00-090	0-01-00-01-00	Bill Type	Pay bill									
• 💷	Gross Amount	207840		Net Amount	129200									
• 🚥	Bill No.	2228000135100	66											
• •	Processing													
Laut			Send To Treasury		View Bill									
8			Comments *											
•			Send To Treasury											
•														
a.					li -									
•			Submit											
©														

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

Integrated I	Financial Man	agement System					Welcome	•
	8	222800005010535	CHD00/0050	2217	Pay bill	523279	Send To Checker	~
9 9 ==	9	222800005010534	CHD00/0050	2217	Pay bill	177685	Send To Checker	×
	10	222800005010533	CHD00/0050	2217	Pay bill	112678	eSign Pending <u>^</u>	^
62	View Bill	222800005010442	CHD00/0050	4217	Abstract Contingent Bill STR NO 30 A	250000000	Send To Checker	~
en e	12	222800005010441	CHD00/0050	4217	Abstract Contingent Bill STR NO 30 A	250000000	Send To Checker	~
0 13							« Previous	1 Next »
© 9°C Fog			I 2 L	Q	• • • • •		^	i ⊊i ¢ 11:46 0

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

$\leftrightarrow \ \forall \ C$	â ifms1.punjab.gov	v.in/etreasury/pending-bills						9 @ \$	* 0	۵ :	
Integrated I	Financial Mana	agement System						Welcome		1	
-	8	222800005010535	CHD00/0050	2217	Pay bill	523279	Send To Checker		~		
4	9	222800005010534	CHD00/0050	2217	Pay bill	177685	Send To Checker		~		
	10	222800005010533	Are vo	Con	firmation	1	eSign Pending 📐		^		
+ 62	View Bill	Bill Tracking	Are yo	u sule, yo	es No						
	11	222800005010442					Send To Checker		~		
€ E	12	222800005010441	CHD00/0050	4217	Abstract Contingent Bill STR NO 30 A	250000000	Send To Checker		~		
0								« Previous 1	ext a		

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**.

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	You are currently using C-DAC eSign Servic	te and have been redirected from	
	CDAC's e-Sign Service		
	View Decument Information Acthuar Number View Decument Information View	Get Virtual ID	
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	Get 01P Cancel		
	© 2022 C-DAC. All rights reserved Website owned and maintained by:	Centre for Development of Advanced Computing (C-DAC)	
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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.

winter of Testa	Digital In	idia over			
	You are currently using C-DAC eSign Service and	I have been redirected from			
	CEAC's edge Service				
	CDAC's e-Sign Service				
	View Document Information Addhaar Number Virtual ID UID Token	Gat Virtual ID			
		Cet Vindan D			
	Aadhaar TOTP Aadhaar OTP Ay Enler Your Aadhaar OTP	How to generate TOTP?			
	Investigate that I have no sbjector in authenticeting myself with Addhear providing my Adhare runber/VDU/D Token and One Time Pin (OTP)/Time-ba- cal-galanticetasion. Lundersafe and that OTP/TITCP Envestor for adherecta- tion of the Addhear Authentication system and for obtaining my e-KYC through estipting.	based sufferritoxion system and consent to used One Time Password (TOTP) data for Addhaar en shall be used only for authenticating my identity .Addhaar e-KYC service only for the purpose of Listen to Consent English Y			
	OTP has been sent to mobile number <******8346>				
	Submit Cancel	Not Received OTP? Resend OTP			
	Kindly click "Resend OTP" link after	23 seconds			
			0		

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

Pending	Bills					WERGINE	
From Da	ite X 🖻					DDO Code	
				\checkmark		Total Bills: 11 Total Bill Amo	unt:₹ 503,518,36
Sr No.	Bill No.					Status	
1	222800005010542		Su	uccess		Send To Checker	~
			Bill eSig	n Successfully.			
2	222800005010541			ок		Send To Checker	~
			-			100 C	
3	222800005010540	CHD00/0050	2217	Pay bill	134024	Send To Checker	~
4	222800005010539	CHD00/0050	2217	Pay Bill for NPSCPF	1614679	Send To Checker	
				Employees			<u> </u>

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

Jubinitie	Bills						
From Date	XE	To Date	Search by Token N	lo. / Major Head /	DDO Code		
Sr No.	Bill No.	DDO Code Major Head Token No.	Token Date Bill	Net Amount 5	Total Bills: 527 To Status	tal Bill Amount:₹ Voucher No.	27,934,024,9 Voucher Date
1	222800005010533	CHD00/0050 2217	Pay bill Salaries	112678	Send To Treasury	\odot	,
2	222800005010530	CHD00/0050 2235	Group Insurance Scheme / DLIS / Petty Grant Bill Ot	10000	Send To Treasury		19
		CHD00/0050 4217	Abstract Contingent	10000000	Send To Treasury		,
3	222800005010529		Bill STR NO 30 A Major Works				

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

Cubmittee	I Dille						
Subinitiet	1 DIIIS						
From Date	· × 1	To Date	X 🖻 Search by Token N	lo. / Major Hea	d / DDO Code		
					Total Bills: 527 To	tal Bill Amount: ₹	27,934,024,9
Sr No.	Bill No.	DDO Code Major Head Token N	o. Token Date Bill	Net Amount	Status	Voucher No.	Voucher Date
1	222800005010533	CHD00/0050 2217	Pay bill Salaries	112678	Send To Treasury	\odot	^
Print B	Sill View Bill Bill 1	racking Pull Back Bill					
2	222800005010530	CHD00/0050 2235	Group Insurance Scheme / DLIS / Petty Grant Bill Ot	10000	Send To Treasury		2
3	222800005010529	CHD00/0050 4217	Abstract Contingent Bill STR NO 30 A Major Works	10000000	Send To Treasury		
4	222800005010528	CHD00/0050 4217	Abstract Contingent	25000000	Send To Treasury		

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

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0	From Date			DOD Name	ANELY PLANAG	DDC HEMEL Coulo	DEC EXCEMATION	front id	SchepHillenel on				
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	Print Bill	Vie						UNC.	16.2 16.1				
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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.

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

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



20. In Certificate Viewer section, click on Trust.



21. Select al 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.

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