

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 7871/F., dated Bhubaneswar the ^{31st} March, 2015
FIN-TRY-MISC-0032/2012(Pt-IV)

From

Shri B. Das
Special Secretary to Government

To

The Additional Chief Secretary to Government / Principal Secretary to Govt /
Commissioner-cum-Secretary to Government / Secretary to Government
All Heads of Departments

Sub: Guidelines for generation of Pay bills for the month of March 2015 to be paid in April, 2015.

Madam / Sir,

I am directed to say that on integration of Integrated Financial Management System (IFMS) with the Human Resources Management System (HRMS), it is mandatorily required to submit the pay bills for the respective offices through the system online. As per the prevailing procedure, the beneficiary list is prepared in IFMS by downloading the same from HRMS. The bill is generated from HRMS and Reference ID of the beneficiary list is inserted into the bill and then submitted to the IFMS for generation of Token number. The Print out of the bill with the Token number is then sent to the Treasury for processing.

2. The generation of Pay bills for the month of March 2015 to be paid in April, 2015 involves preparation and processing of claims in two different Financial Years. The 1st, 3rd and 5th of April being Government holidays, there would be inordinate delay in the processing of the bills and further credit of salary to the employees.

3. While preparing the beneficiary list for the bill, it is suggested that the reference ID should only be generated on or after 1st of April as the Reference ID is specific to the Financial Year. However, the list may be prepared well in advance in HRMS but the IFMS Reference ID may be generated only on or after 1st of April.

4. All updating required for generation of the bill in the HRMS may be completed in advance. As the IFMS Reference ID from the Beneficiary List would be available only on the 1st of April, the final bill can be submitted from HRMS on or after 1st of April only.

5. IFMS through the scheduler would process the bill and generate the Token number for physical submission of the pay bill. As a physical copy of the bill consisting of numerous pages is required to be submitted to the Treasury, a print out of all the

pages except the front page may be taken out in advance so that the bill can be submitted to the Treasury on 2nd April, 2015 on generation of the Token number from the IFMS.

6. You are, therefore, requested to kindly issue necessary instruction to the DDOs under your administrative control to follow the aforesaid guidelines for generation of pay bills for the month of March, 2015 in order to avoid delay in processing of the bills in the Treasuries.

Yours faithfully,

Special Secretary to Government

Memo No 7872 /F. Dated 31.03.15

Copy forwarded to G.A. (AR) Department / CMGI for information. They are requested to take all necessary steps at their end for processing of HRMS pay bills for March, 2015.

Special Secretary to Government

Memo No 7873 /F., dated 31.03.15

Copy forwarded to the Head, State Portal Group, I.T. Centre, Secretariat for hosting in the Orissa Government website www.orissa.gov.in -Finance Department.

Joint Secretary to Government