

STANDARD OPERATING PROCEDURE FOR DCRG_GPF BILLS PROCESS

Government of Tamil Nadu

IFHRMS Go-Live Activities

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1: Introduction

1.1: Purpose of the Document

The purpose of this document is to provide a Standard Operating procedure that are to be followed by Drawing and Disbursing Officer (DDO) of various offices in all departments and TO/ATO/PAOs to view DCRG/GPF report to get NOC/Debit Certificate from DDO to Treasury and pass the DCRG/GPF Bills. A Standard Operating Procedure for this purpose is detailed below.

1.2: Intended Audience

This document is intended for all the staff/Officer who are responsible for handling the DCRG/GPF Bills Passing in Treasuries/PAOs.

1.3: Project Background / Scope

As part of Go-live activities there are various activities that need be validated by Drawing & Disbursing Officer at each office before they start working on the IFHRMS application.

1.4: References

Following templates referred during the business requirements:

- Functional Requirements which are part of contract
- Requirement gathering sessions.
- Various documents, templates (reports, notes) shared by Business Users.



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1.5: Abbreviations

Abbreviation	Expansion
DDO	Drawing & Disbursing Officer
НОО	Head Of Office
NOC	No Objection Certificate
GPF	General Provident Fund
DCRG	Death-Cum-Retirement Gratuity
NSD	Non-Statutory Deduction
SD	Statutory Deduction
PAO	Pay and Accounts Office.



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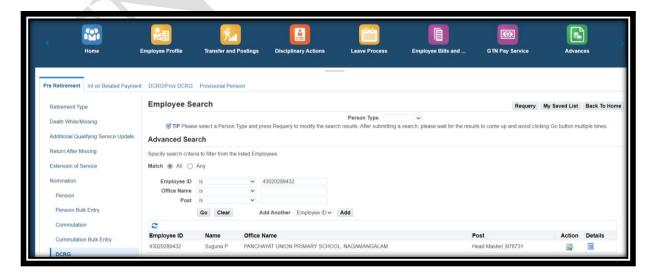
2: Standard Operating Procedure Family DCRG/GPF Bills processing.

2.1: DDO User should do Death entry and Nomination with mapping AG authorized Nominee.

- On receiving AG e-Authorizations in IFHRMS system,
 - o DCRG settlement entries has been created against the employee.
 - TO/ATO/PAOs can check DCRG/GPF Authorization report and assist DDOs to do the Retirement Entry Process and mark the status of the Employee as Death.
 - DDO needs to do Nomination entry in system by mapping the AG Authorized Nominee.
 - Note: Family member name in Employee profile should Match with the AG authorized Nominee Name and share will be taken from AG Authorization.

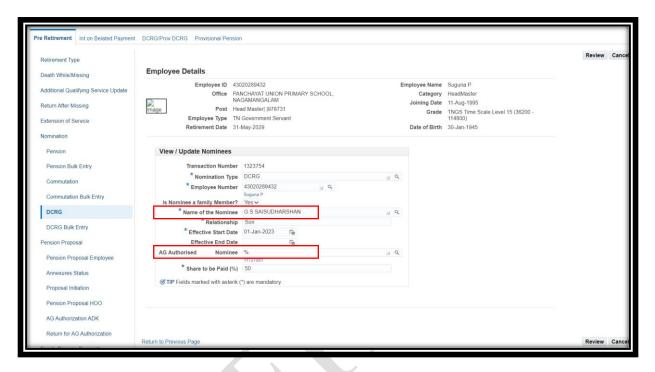
• DDO:

- o After e-Authorizations received, DCRG Entry will be created for the employee.
- DDOs Initiator should Complete Retirement Death entry against the Employee in IFHRMS.
- o DDOs Initiator should do Nominations for DCRG/GPF as well.
- Until Employee Status changed as Ex-Employee (Terminate Assignment),
 DCRG/GPF Bills cannot be generated for Death Cases.
- User should enter the Family members name in profile as per the AG authorized name.

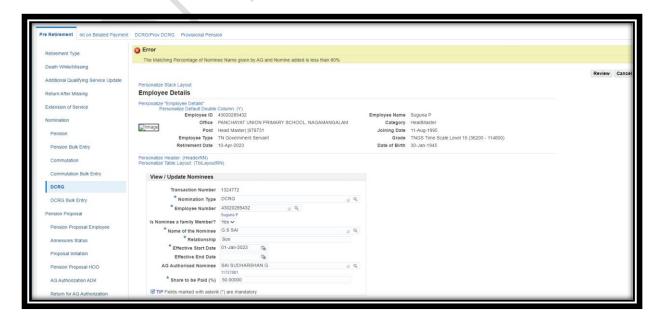




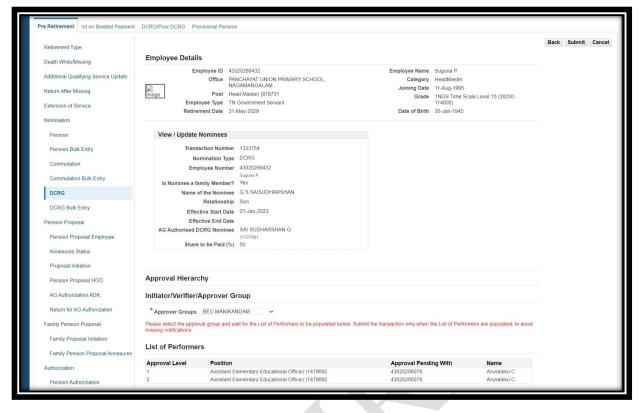
- On Creating or Updating the Nominee Details, DDO Initiator should select the AG Authorized Nominee from the Authorized List.
- DCRG/GPF Nomination Page as follows: DDO should select Name of the Nominee as per entered family details in Employee Profile and the respective AG authorized Nominee Name from the AG Authorized Nominee LOV.

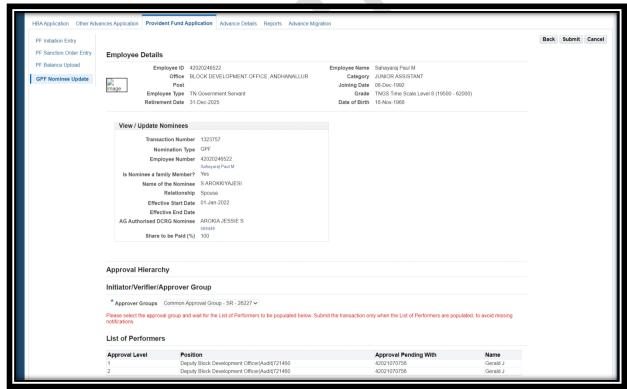


- Once Selected, user can review and submit the Nomination for Approval process.
- Note: Name of the Nominee Should Match Minimum 80% with the AG
 Authorized Nominee name else entry will not proceed.



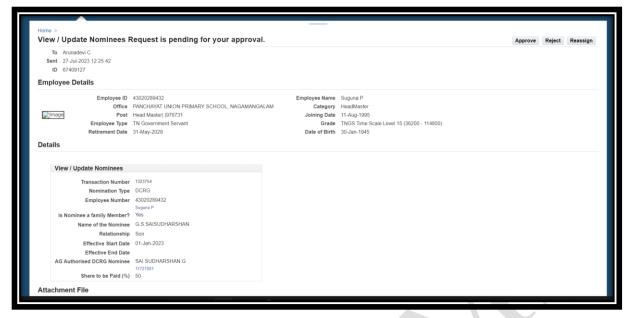


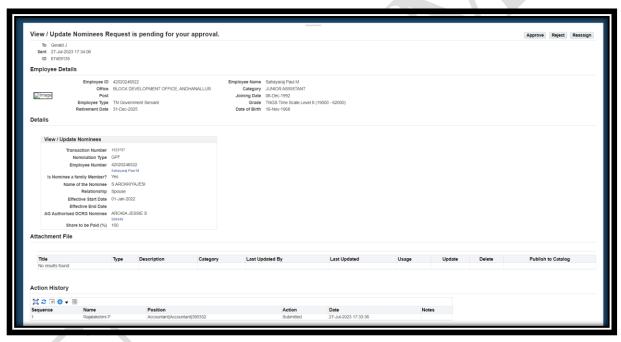




- DDO Initiator review the Entry and Submit for Approval process.
- Login as DDO Approver user and Approve the Pending Nominee request entry.







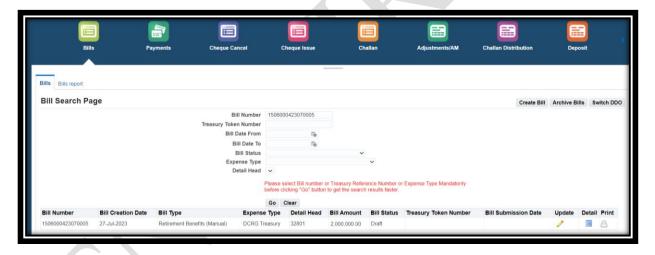
- o Do the same process for adding Multiple Nominees along with share details.
- On completion of Nomination entry, system will be able to generate DCRG/GPF bill for Nominee beneficiaries.
- DDO should submit the NOC/Debit Certificate details of the employee to the respective treasury to pass the DCRG and GPF bills respectively.
 - If any recovery (SD/NSD) is pending to be recovered in DCRG/GPF bill, DDOs should share the recovery details in NOC.
 - Physical Copies of NOC details should be submitted by DDO to TO/ATO/PAOs for proceed the DCRG/GPF Bills.



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2.2: DCRG/GPF Bills Auto - generated as Draft.

- Once DDO submitted the NOC/Debit Certificate details of the ex-employee to the respective treasury,
 - If any recovery (SD/NSD) is pending to be recovered Mentioned in NOC,
 TO/ATO/PAOs Bill Initiator shall add recovery details in Bill recovery
 Lines or NSD in bill beneficiary lines.
 - TO/ATO/PAOs Bill Initiator can attach the Physical Copies of NOC/Debit Certificate details submitted by DDO in the bills attachments at the time processing the bills.
- From DCRG/GPF Authorization Report, user can view the bill number against the Ex-Employee/PPO no./Authorization No. and search in bills page. Click on update to update the Bill recovery.
- Click on Details to view the Bill details like Bill lines, Beneficiary lines etc.
- Check Bill line amount details and select the Bill line to Add recovery line for SD.

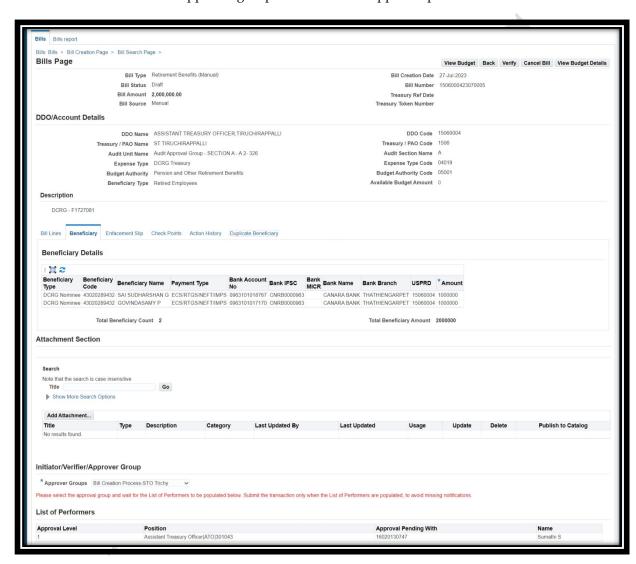




View the bill Details to verify the Nominees Account details.



- Select the Recovery HOA details with recovery amount, so that the Net Amount in Bill lines and Bill amount will be reduced (Invoice Amount-Recovery Amount is Net).
- Then check the Nominee beneficiary details and add the NSD details (whenever requires
 as per NOC) in Beneficiary tab of the bill. Beneficiary Type as Non-Statutory Deduction
 and select the Beneficiary Code as per NSD Master for the NSD beneficiary.
- Attach the required documents and proceed the bill up to payment level from draft status. Select Approval group and submit for Approval process.



- Once Payment Batch completed, the DCRG token details should entry in 81Register, and Payment Success details has been shared with AG.
- If any corrections found in AG e-Data, treasury can do Erratum/Return process.
- If any corrections found in GPF e-Authorization, only Return Process. AG will authorize
 a new Authorization.



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2.3: Expiration of e-Authorizations

- E-Authorizations expiration period for DCRG is 1Year and for GPF is 6months.
- Hence, DCRG and GPF Bills should be settled within the validity period of authorizations, once e-Authorizations received.
- When DCRG/GPF Bills has not been settled before the expiry date, the authorizations become invalid, invalid status should be updated against the entries and intimated to AG for re-authorization.
- Draft Bill needs to be canceled and non-payment certificate to be issued and sent back to AG.
- Re-Authorization Process:
 - After re-authorizations, the same above said process <u>2.1</u> (Nomination updates) or <u>2.2</u> (Treasury/PAO side bill processing) will be done for the GPF/DCRG.
 - Treasury should process bill from their level as DDO to Payments as
 Treasury level to generate ECS Batch.
 - After the ECS batch creation completed, Bill Token details will be added in 81 Register and will be shared with AG.



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Open and Closed Issues for this Deliverable

Open Issues

Process Id	Issue	Responsibility	Target Date	Impact Date

Closed Issues

ID	Issue	Resolution	Responsibility	Completion Date	Remarks
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