



Finance Department,
Secretariat,
Chennai-600 009.

Letter No.20300 /Pay Cell/ 2021-1, dated:09-07-2021

From
Thiru.S.Krishnan, I.A.S.,
Additional Chief Secretary to Government.

To
All Secretaries to Government.
The Governor's Secretariat, Raj Bhavan, Guindy, Chennai-600 032.
All Departments of Secretariat (OP / Bills), Chennai-600009.
All Heads of Departments.
The Secretary, Tamil Nadu Public Service Commission, Chennai-600 003.

Sir,

Sub: IFHRMS – Creation of Post / Redeployment – Upgradation and Downgradation (both post and person oriented) of the existing posts – Surrender of the existing posts in the IFHRMS – Guidelines for prescribed format – Issued – Reg.

The Government has developed an Integrated Financial and Human Resources Management System (IFHRMS) with an aim to transform the way in which the public finances are managed by the State. The IFHRMS is designed to also take care of the activities related to the post creation / re-deployment upgradations / down-gradation / surrender of existing posts apart from the budget and treasury functions which exists.

2. In the present pattern the proposal pertaining to the post creation / surrender etc is examined by the concerned Programme Cum Budgeting (PCB) units and thereafter, the same is routed through Finance (CMPC) Department for concurrence / verification of pay particulars and to make necessary entries in the respective registers maintained and thereon the Administrative Departments concerned is committed to issue necessary orders.

3. As part of moving away from the aforesaid conventional pattern and facilitating the transitional process to the IFHRMS module, it has been decided to shift the mechanism for implementation of post maintenance including further continuance of posts under IFHRMS by updating the relevant details to the designated portal and also assigning a unique Post Sanction Ledger Number to convey the approval.

4. In order to make significant changes to the newly proposed pay module and also to make it viable, it is considered necessary to incorporate certain particulars in line with the pay module being developed. Thus, the Administrative Departments of

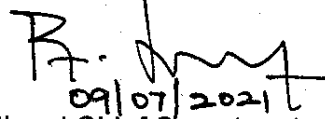
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Secretariat as well as Heads of Departments are requested to furnish the same in order to execute it in the IFHRMS module.

5. Accordingly, a new format is prescribed as annexed to this letter and all the Heads of Departments / Administrative Departments of Secretariat are requested to furnish all the particulars in the said format. They are also requested to examine the correctness of the particulars furnished and to certify them to prevent the cancellation of the Post Sanction Ledger.

6. This may be given 'Top Priority'

Yours faithfully,



for Additional Chief Secretary to Government

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Annexure
Prescribed Format for IFHRMS

Sl. No.	Details		To be filled
1.	Name of the Administrative Department	:	
2.	HoD Code (5 Digit)	:	
3.	HoD Name	:	
4.	Name of the Office	:	
5.	DDO Code	:	
6.	DDO Name	:	
7.	Group (A,B,C,D)	:	
8	Category Name	:	
	(i) Present Name of the Post (Applicable on Redeployment, Post Upgradation / Downgradation)	:	
9.	Post Name	:	
	(i) Future Name of the Post (Applicable on Redeployment, Post Upgradation / Downgradation)	:	
10.	Type of Post Creation	:	
	i) New Post Creation	:	
	ii) Redeployment	:	
	iii) Post Upgradation	:	
	iv) Downgradation	:	
	v) Surrender	:	
11.	Pay Commission (7th)	:	
12.	Pay Matrix and Level / Cell	:	
13.	Pay Type	:	
	i) Regular	:	
	ii) Special Time Scale	:	
	iii) Contract Pay	:	
	iv) Consolidated Pay	:	
14.	Post Type	:	
	i) Permanent	:	
	ii) Temporary	:	
	iii) Others	:	
15.	No. of Posts	:	
16.	If Temporary Post	:	
	i) Validity (in No. of Months / Years)	:	
	ii) Start Date	:	
	iii) End Date	:	

Authorised Signature