

**Government of Rajasthan  
Finance (EAD) Department**

F.5 (TH-75) DTA/ IFMS/ 7-1-17

Dated: 17-06-2021

**Circular**

**Subject: Auto Salary Process under IFMS**

To increase efficiency in disbursement of salary payments, **Auto Salary Disbursement** will be started from **1<sup>st</sup> July, 2021**.

In this process, IT enabled system under the ambit of IFMS will facilitate auto disbursement of salary in fixed time intervals without manual interventions.

This process will be initially started with Treasury Jaipur (Rural) from 1<sup>st</sup> July, 2021 (Salary bills of June paid in July) and rolled out for all Stakeholders from 1<sup>st</sup> August, 2021.

The core procedure of **Auto Salary Disbursement** is attached at **Annexure-A**.

Auto salary will be processed, authenticated and disbursed through single server certificate of e-Treasury Officer (DTA) but DDO/ PD Account holders / all Treasury Officers will be responsible for maintaining correctness of payments. OTP authentication shall be evolved for data freezing, first time salary processing and editing at the level of DDO/ PD Account holders/ Treasuries. Detailed directives are attached at **Annexure-B**.

Virtual trainings will be imparted to all Stakeholders by NIC and DTA before implementation of complete processes. Help Desk facilitation will be available with present Help Desk of IFMS situated at DTA.

The aforementioned procedures will be treated as deemed amendments in rules. Complete compliance of aforementioned instructions will be ensured by all Stakeholders.



**(Akhil Arora)**  
**Principal Secretary, Finance**

**Copy forwarded for information and necessary action to the following:**

1. P.S. to Chief Secretary/Addl.Chief Secretaries, Secretariat Jaipur.
2. P.S. to Principal Secretaries/Secretaries/Special Secretaries, Secretariat Jaipur.
3. Secretary, Rajasthan Legislative Assembly, Jaipur.
4. Secretary, Lokayukta Sachivalaya, Jaipur.
5. Secretary, Rajasthan Public Service Commission, Ajmer.
6. Registrar, Rajasthan High Court, Jodhpur/Jaipur.
7. Principal Accountant General (Accounts/ Entitlement/ Civil & Acctt./ Audit) Rajasthan, Jaipur.
8. All Heads of the Departments/All Collectors/Divisional Commissioner.
9. Director, Treasuries and Accounts, Rajasthan, Jaipur
10. Director (Budget) Finance department, Secretariat Jaipur.
11. Joint Secretary (G&T) Finance department, Secretariat Jaipur.
12. Joint Secretary (W&M) Finance department, Secretariat Jaipur.
13. Joint Secretary, Insurance Finance department, Secretariat Jaipur.
14. State Informatics officers, NIC with a request to ensure arrangements as per circular.
15. Sh. ID Varyani STD, NIC Vitta Bhawan Jaipur to ensure arrangements as per circular.
16. All Treasury Officers/Sub Treasury Officers.
17. Technical director, Finance Department to upload the circular on FD's Website.



**Joint Secretary**



## Annexure-A

Core procedure of auto salary disbursement -

<b>S.No.</b>	<b>Steps</b>	<b>New Process for Auto Salary disbursements</b>	<b>TimeLine</b>
1	Updations in Salary details	1. Window for DDO A. Changes in pay details/ master data (if any) with OTP authentication B. Selection of employee for salary processing C. Entry in Absentee Statement	1 <sup>st</sup> to 15 <sup>th</sup> of the salary month
2	SI/GPF/NPS/ Income Tax checking and verification	Window for employee- A. Entry of deduction amount for income tax/ GPF (with minimum deduction controls).	1 <sup>st</sup> to 10 <sup>th</sup> of the salary month.  DDO will take action in the system on these requests before 15 <sup>th</sup> of the month.
3	Bill allocation and auto salary processes	1. Auto bill no.'s generation according to previous month process and changes made by DDOs  2. DDO can check also in this duration  3. Auto processing of salary bills with single server certificate of e-Treasury, DTA. Details of DDOs (such as Name, designation, name of office etc.) will be available with salary bills.  4. The auto processed bills will be available automatically to Treasury system  5. If the salary bills are related to	16 <sup>th</sup> to 6 working days (16 <sup>th</sup> to 22 <sup>nd</sup> )



		exceptions mentioned at Annexure-A-1, DDO will upload the required documents/sanctions at the system at the time of bill generation	
4	Bill authentication process at Treasuries	<p>Window for Treasuries -</p> <ol style="list-style-type: none"> <li>1. System will generate the token no. (Receipt no.) automatically according to Budget availability against each forwarded salary bills by DDO.</li> <li>2. Treasuries will authenticate/object the bills within two working days. (OTP based)</li> <li>3. TOs can view the passed bills in OTP logins.</li> <li>4. Auto Generation of ECS files according to permission for online payment (single server certificate) and make them available for payment e-Kuber, RBI.</li> <li>5. Note: If Treasuries are failed to authenticate the bills in two working days, system will auto authenticate the bill and provide the same in ECS process.</li> </ol>	Two working days for authentication

## **Annexure-B**

***The following directives will be applicable to all stakeholders for automation of salary bills-***

1. DDO/ PD Account holders shall be completely responsible for maintenance of accurate master data and preparation of salary bills according to the rules. If any wrong payment occurs, recovery shall be made immediately from the salary of next month.
2. Login details and password of the system will not be sharable by the DDO/ PD Account holders in any condition.
3. Bills of salary will be passed, processed, authenticated / ECS files through single server certificate made in the name of e-Treasury Officer (DTA) but DDO/ PD Account holders / all Treasury Officers will be completely responsible for ensuring correctness of the payments. OTP authentication shall be evolved for data freezing, first time salary processing and editing at DDO/ PD Account holder's/ Treasuries level.
4. Treasury officers will also be liable to check and authenticate the bills within prescribed time period. ECS files will be generated automatically according to the permissions with the server certificates of Treasury officers.
5. Details of DDO / PD Account holders (name, designation) will be printed/displayed on bills through the system. DDO registration will be mandatory at the system for this purpose.
6. All DDOS/ PD Account holders/ Treasury Officers will ensure to enter correct Mobile numbers in the system for OTP authentication.
7. Timelines fixed at IT enabled system will be applicable for all stakeholders
8. Heads of Departments will review monthly status of salary payments made through the automation mode and ensure that accurate payments are being made through the system. HOD will also arrange post audits for the bills paid through this process.
9. *For Salary of March paid April, System will forward the bills automatically with the availability of budget on First working day of next Financial Year.*
10. Later on, Single Treasury functions will also be evolved with payments automation procedures.

## **Annexure-A-1**

Exceptions for regular salary payments (where uploading of documents are required)-

1. Transfer of employee
2. At the time of APO
3. Suspension
4. Retirement/VRS
5. Death
6. First Appointment
7. Salary Increment
8. Promotion
9. ACP
10. Amendment in DA
11. Half Pay Leave
12. On cease of increment due to penalty imposed
13. Without Pay Leave
14. Pay Scale Revision
15. HRA on old place (up to 6 months)
16. Change in SI/GPF/NPS
17. Change in Income Tax Deduction
18. On SI/GPF loan Deduction
19. Completion of Probation Period
20. Allotment/ Left out of Govt. Quarter
21. On cease of Home Loan Deduction
22. Hazard Fund Deduction in the month of March
23. Voluntary increase/decrease in GPF Deduction
24. Voluntary increase in SI Deduction (Up to next 2 Slabs) (only for the salary of month of March)
25. On Government Recovery
26. On cease of SI/GPF Deduction before retirement
27. Salary Partial Payment
28. Change in CCA or Other Allowances
29. In Pay Step Up Condition
30. In Drawing of Advance Salary (Like Termination, Study Leave etc.)
31. Handicap Allowance Sanction in case of Physically disabled (Handicap)
32. Deduction due to Govt orders (Like CM relief Fund)
33. Any other case as per the decision of government