

**PRINCIPAL ACCOUNTS OFFICE  
GOVT. OF NCT OF DELHI  
A-BLOCK, VIKASBHAWAN, I.P. ESTATE, NEW DELHI-110002**

No. F.02(16)/2011/T-I/Pr.AO/137-259

Dated: 08/03/2022

**CIRCULAR**

**Sub: Regarding providing complete and accurate details in IFMS System.**

Please refer to this office circular of even number dated 21.10.2020 (copy enclosed) wherein all the Departments of GNCTD were impressed upon the need to provide complete and accurate personal details of Employees in Integrated Financial Management System (IFMS).

2. However, instances have been observed that the information in the various fields/columns on IFMS System related to Head of Office (HoO), Drawing & Disbursing Officer (DDO) and Employees of GNCTD are still lying vacant/contains unverifiable data or incorrect information. In this regard, a list of the fields/columns required to be filled for HoO/DDO and Employees of GNCTD are enclosed for perusal at **Annexure-A**, **Annexure-B** and **Annexure-C** respectively.

3. It is pertinent to mention that non-submission of information or submission of unverifiable data or incorrect information on IFMS System in the requisite fields such as Name, Date of Birth, Mobile Number, Email-id, PAN number etc., leads to the following:

- Employees of GNCTD are not in a position to view/download their Pay Slips, GPF Statement etc. on IFMS Delhi Mobile App;
- Non-retrieval of correct information/various reports pertaining to the officers/officials such as **"Employee Details"**, **"Department-wise Employee Report"**, **"Retirement Report"** etc.; and
- Non-receipt of OTP for re-set of password of HoO/DDO/ Employees, due to blank/incorrect Email-Id, Mobile Number of HOO/DDO/Employees.


4. For submission/updation of information on IFMS system, Principal Accounts Office, GNCTD had already issued two separate User-Ids & Passwords to all the Departments of the GNCTD one for the use of Head of Office and another for the use of DDO.

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5. The HoO has the right to enter/update all the fields of an Employee on their pay-roll as indicated in **Annexure-C**, whereas the DDO has the right to enter/update all the fields except fields mentioned at Sl.No.7 and 20 of the said Annexure by using their respective Login Id.

6. All the Head of Departments are once again requested to direct their Head of Offices and Drawing & Disbursing Officer for updating accurate details mentioned in the **Annexure(s)** referred above, without fail, latest by 15.04.2022 or before submission of pay bills of April, 2022 to Pay & Accounts Offices, whichever is earlier.

Encl: **As above**

  
23/4/2022  
**(L. D. Joshi)**

Controller of Accounts (Pr.AO)

To,

1. All Head of Departments of Government of NCT of Delhi.
2. All Pay & Accounts Officers of GNCTD to pursue the matter on priority with the DDOs attached.

Copy for information to:

- (i) PPS to Pr. Secretary (Finance), GNCTD, for the kind information of Pr. Secretary (Finance).
- (ii) PS to Secretary (Finance), GNCTD, for the kind information of Secretary (Finance).

**Annexure-'A'**

<b>Fields of Details of HoDs in IFMS</b>		
1	User Name	
2	Email ID	
3	Mobile No.	

**Annexure-'B'**

<b>Fields of Details of DDOs in IFMS</b>		
1	DDO Name	
2	DDO's Father Name	
3	TDS Circle	
4	PAO Code	
5	Grant No.	
6	PAN No.	
7	Total Limit	
8	Office Contact	
9	DDO PRAN Reg No.	
10	Designation for Form-16	
11	DDO's Description if Any	
12	DDO Name for ECS File	
13	TAN No.	
14	Individual Limit	
15	Email ID:	
16	Mobile No.	

### Fields of Employee Personal Detail in IFMS

1	Designation	
2	Residential Address	
3	Aadhar No.	
4	Father's Name	
5	Spouse Name	
6	Gender	
7	Date of Birth	
8	Mobile No.	
9	Email ID	
10	Religion	
11	Marital Status	
12	Nature of Appointment	
13	Category	
14	Sub Category	
15	Cadre (freeze with designation)	
16	Mother Tongue	
17	Employee class	
18	Insurance Type (UTGIS/CGEIS/GIS/CMIS/GSLI etc.)	
19	Insurance Group (A/B/C/D)	
20	Date of Joining	
21	Joining date in this office	
22	Increment date	
23	Payment Mode	
24	Insurance Adjustment	
25	Whether Employee on Contract	
26	Whether post to be made vacant (Vice versa of in strength)	
27	Retirement age(60/62/65)	
28	PF Account type (GPF/CPF/NPS)	
29	PF account /PRAN no.	
30	PAN No.	
31	PF adjustable by	
32	In strength	
33	Whether grant Bonus (Y/N)	
34	Cal DA arrear (Y/N)	
35	Contribution if any (PLI/Benevolent/Pension)	

36	Contribution no.
37	Whether on adhoc
38	City class (X/Y/Z)
39	ECS Ref.
40	MICR
41	Account No.
42	Account Type (Saving/salary.....)
43	Remark
44	IFSC code
45	Emoluments
46	Govt. Accommodation
47	Loan and Advance
48	Recovery

510/cj

No.F.2(16)/2011/T-1/Pr.AO/ 1068-1192  
PRINCIPAL ACCOUNTS OFFICE  
GOVERNMENT OF NCT OF DELHI  
A-BLOCK, VIKAS BHAWAN, I.P.ESTATE, NEW DELHI-110002

Dated: 21/10/2020

CIRCULAR

**Sub:- Regarding providing complete and accurate personal details of Employee in Integrated Financial Management System (IFMS)**

This office is in the process of release of salary through Government e-Payment Gateway (GePG) in place of Electronic Clearance System (ECS) in respect of all regular / contractual employees of GNCT of Delhi. During the review/test-run of the Integrated Financial Management System (IFMS), it was observed that the various fields of the Employee details was incomplete / inaccurate.

2. It is stressed that all the personal details of employees (**employee's date of birth/father's name/spouse name/category/Address/Aadhaar number/IFSC code/Mobile no./e-mail ID etc**) in IFMS needs to be filled completely and accurately and **in similarity with the particulars available in Service Book/Records**. It would not be out of place to mention that presently the monthly salary slip / GPF statement is being routed to the e-mail ID of the employee and in case the e-mail ID is not available/inaccurate in IFMS, the salary slip/GPF statement will not be received by the employee.

3. In view of above, all the Head of Departments are requested to direct their Head of Offices to provide complete and accurate personal details of all the employees to the Drawing & Disbursing Officer for updation in the IFMS. **A certificate** to this effect may be submitted by the HOO/DDO concerned to the Pay & Accounts Office concerned **alongwith the pay-bill of November 2020**.

  
(L.D. Joshi)  
Controller of Accounts

To

1. All Head of the Departments of Government of NCT of Delhi.
2. All Pay & Accounts Officers of Government of NCT of Delhi- to pursue the matter on priority with the DDO's attached.
3. PPS to the Secretary, (Finance), GNCTD - for the kind information of Secretary(Finance)