

Government of N.C.T of Delhi
 Directorate of Training and Technical Education
 Muni Maya Ram Marg: Pitam Pura: Delhi-110034
 E-mail id-dtteeHQ@gmail.com



No. F.DTTE/AC/Misc/2021/1800-04

Dated: 01/04/22

To,

1. The Controller BTE.
2. All Principals of ITIs under DTTE.

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

Sir/Madam,

Please refer to circular No.F.02(16)/2011/T-I/Pr.AO/137-259 dated 08.03.2022 issued from Controller of Accounts, Pr. Accounts Office, Govt. of NCT of Delhi (copies enclosed) on the subject cited above, wherein all Departments of GNCTD were impressed upon the need to provide complete and accurate personal details of Employees in Integrated Financial Management System (IFMS) as per enclosed proforma Annexure-'C'.

It is, therefore, requested to instruct HOO/DDOs under your administrative control to ensure for updating accurate details mentioned in the Annexure(C), without fail, latest by 15.04.2022 or before submission of pay bills of April, 2022 to Pay & Accounts offices, whichever is earlier.

Yours faithfully,

Encl: As above.

RAJESH KUMAR
 (SR. ACCOUNTS OFFICER)

Dated: 01/04/22

No. F.DTTE/AC/Misc/2021/1800-04
Copy for kind information:

1. DCA, TTE.
2. PS to Director, TTE.
3. System Analyst, Computer Branch, DTTE (HQ) with the request to upload the letter on Departmental website.

(SR. ACCOUNTS OFFICER)

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

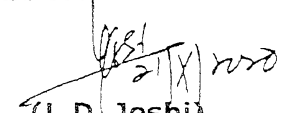
CIRCULAR

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)

Annexure-'B'

Fields of Details of DDOs in IFMS	
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.

Annexure-'A'

Fields of Details of HoDs in IFMS		
1	User Name	
2	Email ID	
3	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