

No.G.21014/76/2019-FMU/Vol-II
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT
(Fiscal Management Unit)

Dated Aizawl, the 13th June, 2022

OFFICE MEMORANDUM

In continuation of Office Memorandum even No. G.21014/76/2020-FMU/Loose-I, dated 5th April 2022, the Finance Department, Government of Mizoram decided to defer passing of salary bill through IFMIS system from June to August 2022.

However, during this exemption period all the **erroneous data** entered in details of Employee Data Collection (EDC)/Employee Registration (ER) which cause delay in implementing IFMIS system should be corrected and completed by all departments before 30th June 2022.

These error free details of the employee will be migrated to the Live Database on or before 8th July, 2022

The correction can be done during this period by opening the URL link: **<http://164.100.124.147:8080/IFMIS/login>** This correction period will be initially opened upto 30th June 2022.

The User Name and Password for correcting data would be same as the existing user.

A. General instruction:

1. There would be no process flow involved in correction of data. Data can be corrected multiple times until the confirmation is submitted to Finance Department.
2. Those who have already prepared salary through IFMIS, their details cannot be corrected through correction portal.
3. Head of Offices should ensure that all the employee data entered are correct as per the service book.
4. Head of Offices should **mandatorily check and update the pay details for the employees attached in the pdf** uploaded in <https://ifmis.mizoram.gov.in> home portal (Latest News)
5. Head of Offices should ensure that the data correction activity is completed on or before 30th June 2022 for Non-Gazetted and 8th July 2022 for Gazetted employees.
6. Head of Offices should send a confirmation mail to Finance department, System Integrator and Consultant team immediately once the data correction is completed for all the employees under that corresponding DDO.
 - a. Finance department mail id : finance.mz@gmail.com
 - b. System Integrator mail id : mizoifmis@interlaceindia.com
 - c. Consultant team mail id : romesh.singh@pwc.com
: shamik.chakraborty@pwc.com
7. Please send your queries to MikhaMochahary.H@interlaceindia.com and Shivji.K@interlaceindia.com
8. Salary bill should be accompanied by IFMIS generated e-challan for all deductions for a period of 1 Yr from the implementation.

Contd...

B. Instruction for CCA Office:

- ↓ CCA Office may prepare pay details of all the Gazetted Officers as on 1.07.2022 and issue authenticated list to department in DDO/Department wise by 24th June 2022.

C. Instruction for Data Entry Operator/DDO to check the wrong entry in EDC/ER:

1. Establishment (EST) user of the department should login to the URL with their existing username and password.
2. **Employee Name, Date of Birth and Date of Joining** should be as per Service Book
3. **Appointment Order No & Date** must be as per service book
4. GPF Number must be as per GPF Statement. **GPF Number format, for example-DAT(MZ)0001; where DAT is Department Name, (MZ) and 0001 is four running numbers. There should not be any space in between GPF Number, prefix zeros "0" should not be omitted.** (GPF Number should consist of minimum 4 numeric characters)
5. If an employee is a NPS Subscriber, then **PRAN** must be as per the NSDL 12 digits number. All DDOs are instructed to enter PRAN if it is already obtained.
6. **Pay detail** must be entered as per below detail:
 - i. **Gazetted:** An employee those who are obtaining increment as on 1.07.2022, their incremented pay of 1.07.2022 should be updated in the IFMIS system exactly as per the details provided by the Office of the Chief Controller of Accounts. The **original Pay Slip** should, however, be submit to Treasury Officer in the first month of Pay Bill created in IFMIS.
 - ii. **Non-Gazetted:** An employee those who are obtaining increment as on 1.07.2022, their incremented pay of 1.07.2022 should be updated in the IFMIS system with the approval of competent authority.
7. To avail Transport Allowance for Disability, only the approved employee having Disability Certificate should be selected 'Yes' under personal details in Employee Data Collection/Employee Registration.
8. **Bank Account Number** must be entered correctly as all the personal claim can be availed only through employee's bank account.

Sd/-

(RAMCHUANA)

Addl. Secretary & Program Director
Finance Department (FMU)

Memo No.G.21014/76/2019-FMU/Vol-II:

Dated Aizawl, the 13th June, 2022

Copy to:

1. Principal Accountant General, Mizoram, Aizawl.
2. All Principal Secretaries/Commissioners/Secretaries, Govt. of Mizoram.
3. Chief Controller of Accounts & Treasuries, A&T.
4. All Heads of Departments.
5. All Treasury Officers, Mizoram
6. All Officers of Finance Department, Govt. of Mizoram
7. Guard File


(Dr. LALMUANPUIA)

Under Secretary & Dy. Program Director
Finance Department (FMU)