

Treasuries and Accounts Department

From

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To

All Pay and Accounts Officers,
Pension Pay Officer
All Treasury Officers,
All Sub Pay and Accounts Officers.

R.c.No. 35091/IFMS/2022, Dated: 29.02.2024

Sir,

Sub: Integrated Financial Human Resources Management System (IFHRMS) project- IFHRMS 2.0 (Kalanjiyam) – Integration with Income Tax – Self declaration – sensitization requested – Reg

Ref: IFHRMS_SOP_Income Tax Declaration, dt: 22.02.2024

The **Kalanjiyam**(IFHRMS 2.0) is upgraded with the latest & robust technologies & equipment's in vogue and successfully gone live from 02nd Jan 2024.

In Kalanjiyam, a new tool has been introduced for automatic calculation of the individual's income tax based on the estimated Pay and the proposed savings/exemption declared by the Individual for the Financial year. This will facilitate proportionate monthly deduction of Income tax as per the Income Tax act. The individual can franchise the option in the employee/pensioner self service module. In case of non submission of self-declaration by the individual in the month of march(during 1st to 10th of March) the new tax regime will be consider as default option.

The actual income along with proper proof of document for the investments/claims can be produced in the month December(during 1st to 10th of December) and the income tax will be automatically get revised and remaining income tax will be deducted in the last three month of the

financial year(i.e. December, January & February). The SOP and path for submission of self-declaration has been updated in the Kalanjyam(IFHRMS 2.0) portal also.

Hence, the Pay and Accounts Officers/Pension Pay Officer/Treasury Officers are requested to sensitize the DDOs to obtain the self-declaration from employees/pensioners for selection of tax regime, declaration of estimated savings and other deductions on or before 10th March every year.

VIJAYENDRA PANDIAN K

Commissioner of Treasuries and Accounts

Signed by

K Vijayendra Pandian

Date: 29-02-2024 17:27:20

Encl: SOP



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Government of Tamil Nadu

IFHRMS Go-LIVE ACTIVITIES

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Tax Declaration
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Document Control

Change Record

Date	Author	Version	Change Reference
22-Feb-2024	Ranjani	Draft	No previous version

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1.	State Government (CTA Office)	CTA, Chennai
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Distribution

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1: Introduction

1.1: Purpose of the Document

The purpose of this document is to provide a Standard Operating Procedure that are to be followed by employee for Income Tax declaration and proof submission for income tax deduction from employee's monthly salary . A Standard Operating Procedure for this purpose is detailed below.

1.2: Intended Audience

This document is intended for all the staff who are working in State Government Department Offices .

1.3: Project Background / Scope

An income tax declaration is an information that contains all the tax saving investments an employee plans to make in that financial year. Upon submission of the proof for the declaration made it is to be validated by Drawing & Disbursing Officer at each office in IFHRMS application and accordingly income tax to be deducted from monthly salary of each employee.

1.4: References

Following templates referred during the business requirements:

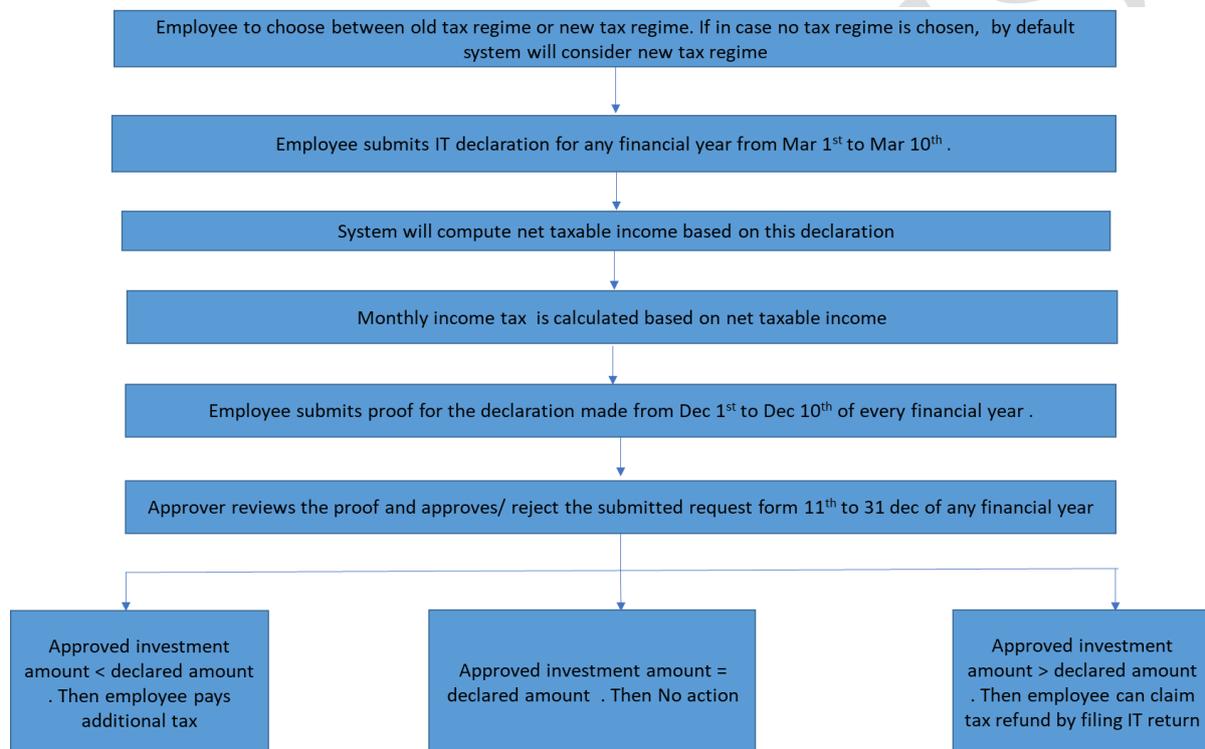
- Functional Requirements which are part of contract
- Requirement gathering sessions.
- Various documents, templates (reports, notes) shared by Business Users.



1.5: Abbreviations

Abbreviation	Expansion
DDO	Drawing & Disbursing Officer

2: Flow Chart



3.Roles and responsibilities of employees and DDO

Roles and responsibilities of Employees.

- Employees to choose between old tax regime and new tax regime , also to submit the declaration under IFHRMS system while the Income Tax declaration window is open .
- The proof for all the declarations made to be submitted while IFHRMS window is opened for submission of documents .
- Employee to choose the correct approval group for verification of the documents / proof submitted.

Roles and responsibilities of DDO



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- DDO to confirm whether the proof submitted matches with the declaration made and to check the authenticity .
- Filing of timely return to be checked at DDO level .

4.Standard Operating Procedure

4.1 Standard Operating Procedure for Employee

Eligible employees can update the income tax declaration in IFHRMS portal by following the below process.

Step 1:- Employee to login IFHRMS portal and click other application .

The screenshot displays the IFHRMS portal interface. The top navigation bar includes the Government of Tamil Nadu logo, the Department of Finance - Treasuries and Accounts, and the Kalanjyam logo. The main content area features a 'Login' section with tabs for Employee, Pensioners, and Others. The Employee tab is selected, showing fields for Employee ID and Password, a 'Sign In' button, and a note: '* Includes Aided school sanctioner'. Below the login section are six service tiles: Important Links, Help Desk, Muster Status, Public Challan, SOP, and Photo Gallery. A row of summary cards shows counts for Regional Joint Directors (6), PAO & sub PAO (9), District Treasuries (38), Sub Treasury Offices (~243), DDO (~20,000), Offices (~44,000), and Beneficiaries (~9,22,000 - 7,00,000). The bottom section shows the 'Applications' menu with options: eServices (HR & Fin), E-Challan Creation/Payment, Employee Self Service, Reports, All Reports, and Other Applications. The 'Other Applications' button is highlighted with a red box. The footer includes a navigation bar with links like Home, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Reference Document, Photo Gallery, Press Release, Reports, Chat with Help Desk, and Issue Registration.

Step 2:- Click on income tax button .

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Government of Tamil Nadu
Department of Finance - Treasuries and Accounts

Kalanjyam

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Number Statement NumberStatementAnnexures E-Challan PPO Number Search

Applications-Other Applications

Upload Form-16 DSC Registration Know Your Treasury **Income Tax** Issue Registration LMS

Step 3:- Click on new tax regime /old tax regime to opt for any one regime and submit it

SelfService Padmaja S Sign Out

Income Tax Declaration

Home > Self Services > Page 1

Self Services Page

Income Tax

○ New Tax regime/Old Tax Regime

○ House Rent Details

○ House Loan Details

○ Higher Education Loan Interest Repayment (80E)

○ Donation for Research (80GGA)

○ Claim Exemption under Sec 80GG

○ Investments under Section 80CCE

○ Investments under Section 80CCD(1B)

○ Life Insurance Premium

○ Medical Insurance Premium (80D)

○ Medical Treatment for Physically Challenged Dependents (80DD)

○ Donations under Section 80G

○ Investments under Section 80CCG

○ Other Income

Activate Windows
Go to Settings to activate Windows.

SelfService Kasthuri V Sign Out

Income Tax Declaration

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Self Services Page

Income Tax Regime Selection

New Regime Old Regime

Submit

Activate Windows
Go to Settings to activate Windows.

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Step 4:- Once the regime is selected , the corresponding slab is displayed .

Income Tax Regime Selection

New Regime Old Regime

Income tax slabs under new tax regime

S.No	Income tax slabs (Rs)	Income tax rate (%)
1	From 0 to 3,00,000	0
2	From 3,00,001 to 6,00,000	5
3	From 6,00,001 to 9,00,000	10
4	From 9,00,001 to 12,00,000	15
5	From 12,00,001 to 15,00,000	20
5	From 15,00,001 and above	30

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Income Tax Regime Selection

New Regime Old Regime

Income tax slabs under Old tax regime

S.No	Income tax slabs (Rs)	Individuals Below The Age Of 60 Years and NRIs (%)
1	Up to Rs 2.5 lakh	Nil
2	Rs 2.5 lakh - Rs 5 lakh	5%
3	Rs 5 lakh - Rs 10 lakh	20%
5	Above Rs 10 lakh	30%

S.No	Income tax slabs (Rs)	Income tax slab for individual aged above 60 years to 80 years (%)
1	URs 0 - Rs 3 lakh	Nil
2	Rs 3 lakh - Rs 5 lakh	5%
3	Rs 5 lakh - Rs 10 lakh	20%
5	Above Rs 10 lakh	30%

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Step 5:- The declaration and deduction which falls under various section can be updated by the employee by choosing each section .In case the employee is residing at rental house the rental information has to be updated under house rent information tab .

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Padmaja S
Online

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 - Upload/Download Documents

Income Tax Declaration

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Self Services Page

House Rent Details

APR	MAY	JUN
<input type="text" value="100000"/>	<input type="text" value="100000"/>	<input type="text" value="100000"/>
JUL	AUG	SEP
<input type="text" value="100000"/>	<input type="text" value="100000"/>	<input type="text" value="100000"/>
OCT	NOV	DEC
<input type="text" value="100000"/>	<input type="text" value="100000"/>	<input type="text" value="100000"/>
JAN	FEB	MAR
<input type="text" value="100000"/>	<input type="text" value="100000"/>	<input type="text" value="100000"/>

[Update](#)

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Step 6:- In case the employee has availed as housing loan , the details can be updated in the house loan information tab

Kasthuri V
Online

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 - Deduction under Section 80TTB
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 - Investments under Section 80CCE
 - Investments under Section 80CCG
 - Life Insurance Premium
 - Medical Insurance Premium (80D)
 - Medical Treatment for

Income Tax Declaration

Home > Self Services > Page 1

Self Services Page

House Loan Details

Property Type *	Address	Loan Sanctioned Amount (Rs)
<input type="text" value="SELECT"/>	<input type="text"/>	<input type="text"/>
Loan Sanctioned Date	Date of Possession	Principle Amount payable this year (Rs)
<input type="text" value="DD-MON-YYYY"/>	<input type="text" value="DD-MON-YYYY"/>	<input type="text"/>
Interest payable this year (Rs)	Rental Income Received (Rs)	Municipal Taxes Paid (Rs)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Joint Loan	Eligible for Sec80EE	Pre EMI Amount for Current FY (Rs)
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text"/>
Pre EMI Paid in Previous FYs	<input type="text"/>	

[SAVE](#)

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Step 7:- Additionally various section such as section 80 , 80CCE etc for the tax exemption are also available . Each employee to accordingly update their declaration under respective sections and save the details .

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Higher Education Loan Interest Repayment (80E)

Higher Education Loan Interest Repayment *

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Self Services Page

Donation for Research (80GGA)

Donation For Research *

[SAVE](#)

Self Services Page

Investments under Section 80CCE

Investment Amount *

Investment Type * SELECT

Registration Fees for House Property

ULIP

Tuition fee

NABARD Bank Deposits

Public Provident Fund

Mutual Fund or UTI

[Save](#)

#	Investment Amount	Action
1	100000	<input type="text"/> <input type="text"/>
2	100000	<input type="text"/> <input type="text"/>

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Investments under Section 80CCD(1B)

Investment Amount	Investment Type
<input type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">SELECT</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">National Pension Scheme</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">Other Pension Scheme notified by the Central Government</div>
<input type="text"/>	<input type="button" value="SAVE"/>

#	Investment Amount	Investment Type	Action

Activate Windows
Go to Settings to activate Windows.

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Life Insurance Premium

Premium Paid *	Sum Assured *	Policy Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Policy Start Date		
<input type="text" value="DD-MON-YYYY"/>		
<input type="button" value="SAVE"/>		

#	Premium Paid	Sum Assured	Policy Number	Policy Start Date	Action

Activate Windows
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Medical Insurance Premium (80D)

Premium Amount *	Premium Covers Senior Citizens *	Premium for Parents
<input type="text"/>	Yes <input type="button" value="x"/>	<input type="text"/>
Parent Senior Citizen	Preventive Health Checkup	Preventive Health Checkup for Parents
Not Applicable <input type="button" value="x"/>	<input type="text"/>	<input type="text"/>
Medical Expenditure for Very Senior Citizens		
<input type="text"/>		
<input type="button" value="SAVE"/>		

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Medical Treatment for Physically Challenged Dependents (80DD)

Physically Challenged Type *

SELECT

Blind

Civil Invalid

Civil War Invalid

Deaf

Job Invalid

Refugee

Physically Challenged percentage *

SELECT

Treatment Amount *

Physically Challenged percentage	Treatment Amount	Action

Activate Windows
Go to Settings to activate Windows.

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Donations under Section 80G

Donation Type *

SELECT

undefined

Jawaharlal Nehru Memorial Fund

Swachh Bharat Kosh

Approved University or Educational Institution

National Children's Fund

Raiiv.Gandhi.Foundation.Fund

Donation For Research *

Donation For Research	Action

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Investments under Section 80CCG

Investment Amount * <input type="text"/>	Date of Investment * <input type="text" value="DD-MON-YYYY"/>
--	---

[SAVE](#)

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- Investments under Section 80CCE
- Investments under Section 80CCG
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Deduction under Section 80TTA

Interest On Deposits	Investment Type	Exemption Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

[SAVE](#)

Activate Windows
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Step 8:- Also other income if any can also be updated in the other income tab present under income tax declaration .

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Step 9:- Once employee updated all the required detail for income tax declaration it can be reviewed and saved.

Step 10 :- Employee can take print out of the declaration for future reference . Then click on submit button .

Tax Declaration Review Cancel Printable Page Back Submit

Employee Details

Employee ID 16020130912	Employee Name Thirunavukkarasu R
Office Pay And Account Office, (High Court) ,Chennai	Category Accountant
Post Accountant 299667	Joining Date 14-Mar-1996
Employee Type TN Government Servant	Grade TNGS Time Scale,Level 10 (20600 - 75900)
Retirement Date 30-Apr-2037	Date of Birth 01-May-1977

Indicates Changed Items

Monthly House Rent Paid

	Current	Proposed
April	0.00	10000.00
May	0.00	10000.00
June	0.00	10000.00
July	0.00	10000.00
August	0.00	10000.00
September	0.00	10000.00
October	0.00	10000.00
November	0.00	10000.00
December	0.00	10000.00
January	0.00	10000.00



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January	0.00	10000.00
February	0.00	10000.00
March	0.00	10000.00

▲ HRA Proof Details

		Current	Proposed
Proof of Landlord		Yes	Yes

▲ Deductions under Chapter VI A

		Current	Proposed
Higher Education Loan Interest (80E)			100000.00
Donation for Research (80GGA)			100000.00
Claim Exemption under Sec 80GG			No
Investments under Section 80CCD(1B)			
Investment Type			
Investment Amount		0.00	0.00
Life Insurance Premium			
Policy Start Date			01-Dec-2023
Policy Number			1234
Premium Paid		0.00	24000.00

Premium Paid	0.00	24000.00
Sum Assured	0.00	200000.00
Infrastructure Bonds (80CCF)		
Investment Amount	0.00	0.00
Medical Insurance Premium (80D)		
Premium Amount	0.00	10000.00
Health Checkup for Self	0.00	0.00
Premium Covers Senior Citizen		No
Premium for Parents	0.00	0.00
Health Checkup for Parents	0.00	0.00
Parent Senior Citizen		Not Applicable
Medical Expenditure for Very Senior Citizens	0.00	0.00
Medical Treatment for Specified Diseases (80DDB)		
Treatment Amount	0.00	0.00
Treatment Covers Senior Citizen		
Treatment Covers Very Senior Citizen		
Investments under Section 80CCG		
Investment Amount	0.00	0.00
Date of Investment		

▲ Other Income

▲ Other Income

		Current	Proposed
Profit and Gain from Business			10000.00
Long Term Capital Gain			10000.00
Short Term Capital Gain			10000.00
Income from any other sources			10000.00
TDS Paid on Other Income			10000.00
Interest On Deposits			10000.00

▲ House Loan Information

Details	Property Type	Loan Sanctioned Amount		Loan Sanctioned Date		Date of Possession		Interest Amount		Principal Amount	
		Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
▶	Self Occupied	0.00	2000000.00			19-Dec-2023	19-Dec-2023	0.00	300000.00	0.00	2000000.00

Cancel Printable Page Back Submit

Step 11 :-System will compute the net taxable income based on the declaration and monthly income tax is deducted from the employee's monthly salary automatically .Employee to



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submit the proof for the declarations made from Dec 01st to Dec 10th of every financial year under upload / download document section .

Step 12 :-Once the proof is submitted it is verified / scrutinized at DDO level from Dec 11th to Dec 30th of every financial year .The DDO can either approve or reject the declaration made the employee .

- **DDO approves the IT declaration [case 1]** -If in case submitted proof matches with the IT declaration updated by the employee then the invested amount matches declared amount . Hence the same income tax amount deducted till Dec will get deducted in the succeeding month of the corresponding financial year .
- **DDO approves the IT declaration [case 2]**-If in case the approved invested amount is greater than the declared amount then the employee can claim tax refund by filing IT returns .
- **DDO rejects the IT declaration** - DDO will approve only the verified proof submitted. If in case there is mismatch between the invested amount and the declared amount , those declaration would be rejected .The system would accordingly calculate the additional balance income tax which would be deducted from the employee salary within the succeeding months of the corresponding financial year .

4.2 Standard Operating Procedure for DDO to submit IT declaration for employee

DDO at initiator level can also submit the IT declaration for the employees tagged to the initiator .

Step 1:- Initiator to login to IFHRMS portal and click declare income tax icon. List of employees tagged to the specific initiator is displayed.

Step 2 :- Initiator to select the employee from the list . Upon choosing the employee the page is redirected to the page where employee can choose the regime and submit the declaration .

Step 3 :- Other steps to submit the declaration are the same steps mentioned in section 4.1 .

Step 4:- Once the initiator submits the declaration it is verified and approved by verifier and approver .

*****End of the Document *****