Treasuries and Accounts Department

From

Thiru.K.Vijayendra Pandian, IAS., Commissioner of Treasuries and Accounts 3rd Floor, Perasiriyar K. Anbazhagan Maaligai, 571, Anna Salai, Nandanam, Chennai-35.

То

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 Kalanjiyam(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



Government of Tamil Nadu

IFHRMS GO-LIVE ACTIVITIES

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Document Control

Change Record

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Distribution

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	Wipro Project Team	Project Library
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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.

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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 in 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:- Employe to login IFHRMS portal and click other application .



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



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

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

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

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Self Service			🧔 Kasthuri V Sign Out
Kasthuri V • Online	Income Tax Declaration		Home ⇒ Self Services ⇒ Page 1
Self Service Navigation	Self Services Page		- x
Ba Income Tax O New Tax regime/Old Tax Regime	Other Income		
O Claim Exemption under Sec 80GG O Deduction under Section 80TTA	Profit from Business	Long Term Capital Gain	Short Term Capital Gain
O Deduction under Section 80TTB O Donation for Research (80GGA)	Other Source of Income	TDS Paid on Other Income	Interest On Deposits / Interest on Saving Bank Account
O Higher Education Loan Interest Repayment (80E)			
O House Rent Details O House Rent Details O Investments under Section			SAVE
O Investments under Section 80CCE			
O Investments under Section 80CCG			
O Life Insurance Premium O Medical Insurance Premium (800)			Activate Windows Go to Settings to activate Windows.

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 .

ax Declar	ation Review					C	Cancel	Printable Page	Back	Subn
Employee D	etails									
	Employee ID	16020130912	Employee Nam	e Thirunavukkaras	I R					
	Office	Pay And Account Office, (High Court)	Chennai Catego	y Accountant						
Mage	Post	Accountant 299667	Joining Da	e 14-Mar-1996						
	Employee Type	TN Government Servant	Grac	e TNGS Time Scal	e.Level 10 (20600 - 75900)					
	Retirement Date	30-Apr-2037	Date of Bin	h 01-May-1977						
Indicates Cha	nged Items									
Monthly	House Rent Paid									
••										
			Cu	rent	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					
		Sentember		0.00	10000.00					
		Ostabar		0.00	10000.00					
		Nevember		0.00	10000.00					
		November		0.00	10000.00 🍏					
					40000.00					
		December		0.00	10000.00 🕥					

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

A House Loan Informa Property Type Current Proposed Self Occupied	Loan Sanct Current	ioned Amount Proposed 2000000.00	Loan Sanc Current P	tioned Date Proposed 9-Dec-2023	Date of Po Current Pr 19	ssession roposed -Dec-2023	Interes Current 0.00	t Amount Proposed 300000.00	Principal Amour Current Propose 0.00 200000.0
louse Loan Informa	tion Loan Sancti	ioned Amount	Loan Sanc	tioned Date	Date of Po	ssession	Interes	t Amount	Principal Amou
House Loan Informa	tion								
ouse Loan Informa	tion								
		interest	Un Deposits						10000.00
		TDS Paid on C	On Deposite						
	Inc	ome from any o	ther sources						10000.00
		Short Term	Capital Gain						10000.00 🅥
		Long Term	Capital Gain						10000.00 🅥
	Pr	ofit and Gain fro	om Business			Current			10000.00
••						Current			Drensed
Other Income									
her Income									
		Date of	f Investment			0.00			0.00
	Investm	nents under Sec	ction 80CCG			0.00			0.00
	Treatment	Covers Very Se	enior Citizen						
	Treat	Treatm ment Covers Se	ent Amount enior Citizen			0.00			0.00
Medical 1	Treatment for §	Specified Diseas	ses (80DDB)						
Mee	dical Expendit	ure for Very Sen	nior Citizens			0.00			0.00
		Parent Se	enior Citizen			0.00			Not Applicable 🥥
	ł	Premium Health Checkup	for Parents for Parents			0.00			0.00
	Pren	nium Covers Se	enior Citizen						No 🔵
		Health Chec	kup for Self			0.00			0.00
	Medica	a insurance Pre Premi	ium Amount			0.00			10000.00 🔵
	Modia	al Incurance P	mium (80D)						
		Investm	ient Amount			0.00			0.00
	Inf	frastructure Bor	nds (80CCF)						
		S	um Assured			0.00			200000.00 🥥
		Pr	emium Paid			0.00			24000.00 🕥
									-
		p				0.0			_ 1000.00 M
		Po	remium Daid			0.04			24000.00
		Poli	cy Start Date						01-Dec-2023
		Life Insurar	nce Premium						01 Dee 2022
						0.01			0.00
		Inve	estment Type nent Amount			0.0)		0.00
	Investment	ts under Section	n 80CCD(1B)						
	Claim	Exemption und	ler Sec 80GG						N0 🕥
	Don	nation for Resea	rch (80GGA)						100000.00 🍙
	Higher Ed	ducation Loan I	nterest (80E)						100000.00 🕥
						Curren	t		Proposed
Deductions under Ch	napter VI A								
		Proof	f of Landlord			Curren Ye:	t s		Proposed Yes
HRA Proof Details									
			March			0.00			
			March			0.00			10000.00
			Enhruner			0.00			10000.00 🗢
			January						10000.000

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

Department of Treasuries and Accounts, Tamil Nadu

Submit



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

submit the proof for the declarations made from Dec 01^{st} to Dec 10 th 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 .