

TREASURIES AND ACCOUNTS DEPARTMENT

From Thiru R.Ragothaman B.Com., Pay and Accounts Officer , Pay and Accounts Office (South), 1 st Floor, Perasiyar K.Anbazhagan Maaligai NO.571 Anna Salai, Nandanam, Chennai -600 035.	To The All Drawing and Disbursing Officers
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PAO(South)/BAS III/ U I/355376 /2024 dated /05/2024

Sir/Madam,

Sub:	Integrated Financial Human Resources Management System (IFHRMS)project - IFHRMS 2.0 (Kalanjiyam) - Integration with Income Tax – Self declaration-sensitization requested -Reg
Ref:	1. The Commissioner of Treasuries and Accounts letter Rc.No.35091/IFMS/2022 dt 29.02.2024 2. IFHRMS_SOP_Income Tax Declaration, dt 22.02.2024 3. The Commissioner of Treasuries and Accounts letter Rc.No.33318/IFMS/2024 dt 19.03.2024

In view of the ongoing updations with respect to the proposed savings/exemptions for auto calculation of Income Tax and its monthly deductions. In this regard certain information and instructions are provided

- 1. Compulsory Auto IT Deduction :** Income Tax will be automatically deducted from all eligible employees after auto calculation .The auto deduction will be commenced from the Month of May-2024
- 2. PAN updation in database :** As per IT Act, the maximum TDS rate (20% or above) will be applicable, if the PAN of the employee is not available. Hence ,all DDOs have to ensure the proper updation of the PAN in the basic details of the employee. This updation can be done in the 'employee profile page' and as well through basic details webAdi by the DDOs.
- 3. Exercising option :** Employees themselves can exercise their option in "Kalanjiyam" mobile application or self service module in the portal. The savings /exemptions in detail have to be completed in the Kalanjiyam Portal for old regime opted employees.
- 4. For change of mistakenly chosen tax regime:** Regime once chosen cannot be altered in future.

5. **For change of amount declared:** Provision will be enabled from 1st to 15th of every month and before the payroll run for the employees to review and change the amount .However swap between the regime options (old to new and vice versa) may not be possible.
6. **Deduction under section 80U :** This provision has been enabled in the employees HR entry
Navigation : Employee self service → Others → Disability entry
7. **Gross Salary includes arrear received:** Arrear payment will be included in the Gross Salary and hence 10% TDS is need to be deducted for eligible employees.
8. **Auto Fetch from salary :**
 - (a) GPF/CPS/AISPF/NPS
 - (b) FBF/SPF
 - (c) NHIS
 - (d) PLI
 - (e) Professional Tax
 - (f) 80G donation through salary(if any)
9. **Projection Report :**
Login → e-services → Finance → Payroll → reports → IT Projection report
10. **Proof of Document :** There is no need for attaching proof of documents while choosing option in the month of March-April 2024.However ,the proof of documents for the actual savings/investment and exemptions claimed have to be submitted in the month of December 2024 without fail for required revision in the tax for the financial year.

The above activities have to be completed by 15th of May-2024 and after completing a confirmation letter may be submitted to this office. Regarding this subject a meeting is to be held in PAO(South) ,the concerned Drawing officer and bill preparing staff is requested to attend without fail.The date and time slot will be communicated by your concerned bill passing section .

-Sd-

Pay and Accounts Officer (South)
Chennai-35

//Forwarded by Order//


Superintendent 15/5/24