

# IFHRMS- Number Statement Procedure - 2022-23



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08-Sep-2021

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Deputy Secretary(IFHRMS)  
09-Sep-2021

# Number Statement Instruction From Finance Department

- Letter No35144/BG-I2021-1, dated 7<sup>th</sup> September 2021

## APPENDIX - I

### Methodology adopted in the IFHRMS for calculation figures in Forms II & III of the Number Statement

1. The system will calculate the Pay for 2 years (i.e. RE of Current Financial Year 2021-22 and BE of Next Financial Year 2022-23) for all the incumbent employees (called as 'Active Assignment' in the IFHRMS) based on the 'standard value' on the given cut-off month/ date. **31-07-2021**
2. The calculation of pay will also take into consideration the next date(s) of increment(s) during the two year period from April 2021 to March 2023.
3. The system will accordingly revise the HRA and CCA slabs as well based on the basic pay after the increment(s).
4. If in case, the increment or the fixation due in the previous period is not sanctioned or updated, the system will not make back dated calculations and will assume the pay on the cut-off month/ date, as the actual pay due and accordingly work out the future earnings.
5. The system will not consider the Selection Grade and Special Grade pay hike during the course of the two year period April 2021 – March 2023.
6. The employees in transit (i.e. relieved from one office and not joined in the new office) and the employees on training and under suspension will not be part of the Number Statement.

7. Further, the leave salaries will also be not part of the Number Statement since the system reckons the persons in position only.
8. In the case of retirement of an employee in the middle of the financial year, the system will calculate pay till the end of the year.
9. The system will generate the Number Statement for the employees under the regular and the special time scales of pay only.
10. The system will not generate the Number Statement for the persons engaged on Contract basis and paid under the Detailed Head 333 PPSS or 302 Wages. Hence, the Number Statement for Annexure-II(c) Statement of Pay – Consolidated/ Fixed Pay shall be furnished by the DDOs to the respective higher authorities for consolidation and the HoDs shall send a single statement in the prescribed format.
11. In respect of Other Allowances, though there are round 80 different types of allowances attached to monthly salary of employees of different departments, there is only a single accounting code (i.e. 304 Other Allowances) and capturing of this information is not feasible in the IFHRMS. Hence, the Annexure-III(d) – Other Allowances shall be furnished by the DDOs to the respective higher authorities for consolidation and the HoDs shall send a single statement in the prescribed format.

# Number Statement Instruction From Finance Department

- Letter No35144/BG-I2021-1,dated 7<sup>th</sup> September 2021

**Further Action to be taken at each DDO level in verifying the Number Statement and working out the requirement of funds in the RE 2021-22/ BE 2022-23 for the salary related heads of accounts**

12. The Number Statement formats (except Annexure II(c) and Annexure III(d)) will be made available to the respective DDOs from 08.09.2021 to 15.09.2021.
13. In addition, the head of account-wise break-up details of the employees considered in the Number Statement will be made available to the respective DDOs as per the enclosed format (**Appendix – IA**) and the same shall be verified and necessary corrections carried out in the system after getting clearance from the respective Treasuries/ PAOs attached to the DDOs.
14. Variations if any found in the Number Statement/ employee details shall be brought to the notice of the connected Treasury/ PAO and suitable corrections shall be carried out to fetch the factual position.
15. The verified and updated Number Statement generated from the system shall be duly signed by the respective DDOs and submitted to the higher authorities for consolidation and forwarding to the HoDs.
16. The Number Statement generated figures will be auto-populated in the IFHRMS under the 'Due' columns of RE and BE, from the DDOs and upto the HoDs.

17. For the **requirement of additional funds** (like training posts/ Selection Grade/ Special Grade/ Arrears of Pay and Allowances/ Subsistence Allowance/ Leave salary/ etc.) **or reductions** (due to absconding/ suspension/ disbandment/ redeployment/ etc. after the cut-off date) to the IFHRMS generated figures shall be worked out in the separate model format (**Appendix IB**) to be provided along with employees break-up details.
18. Thus, the finalized budgetary requirements, taking into consideration the NS figures and the additional fund requirements, shall be filled by the DDOs in the RE 2021-22/ BE 2022-23 proposal columns. The system has the feature to upload the working sheets as well.

**Action to be taken at the HoD level in verifying the Number Statement and working out the requirement of funds in the RE 2021-22/ BE 2022-23 for the salary related heads of accounts**

19. The HoDs will be facilitated with the Number Statement for the department as a whole from 16.09.2021 to 20.09.2021 for scrutiny. In addition, the excel dump of the data will also be provided to the HoDs in the three formats (**Appendix IC to IE**) attached herewith to verify the DDO-wise/ Post-wise data.
20. The HoD shall complete the verification and updation process by 20.09.2021 in consultation with the e-Team/ CTA and finalize the Number Statement by 20.09.2021, duly taking into consideration the Point No.15 above.

# Number Statement Instruction From Finance Department

- Letter No35144/BG-I2021-1, dated 7<sup>th</sup> September 2021

21. The finalized Number Statement shall be submitted by the HoDs along with the Budget proposals and the fixing of the final numbers will be the top of the agenda during the DCB meetings and it will be discussed and finalized first.
22. The figures so finalized will form the basis for future post creations/ filling up of vacancies/ etc. and the system of calling for of 'Number Statements' will be gradually dispensed with at an appropriate time in the future.
23. Therefore, the HoDs shall take utmost care in finalizing the Number Statement figures, notably the total posts sanctioned both permanent and temporary.
24. Simultaneously, the HoDs shall also concentrate on the amounts proposed by the DDOs for the Salary related heads of accounts in the RE 2021-22/ BE 2022-23, taking into consideration the Points 6 to 18 above.
25. In addition, the HoDs will also be responsible for estimating the additional fund requirements or the reduction in the expenditure based on the action initiated for filling up of the vacant posts through direct recruitment/ revision in the scales of pay to a particular category or post including anticipated arrear if any to be paid/ proposals for disbandment of posts/ etc.

26. Thus, the RE 2021-22/ BE 2022-23 proposals for the salary related heads of accounts shall be the responsibility of the HoDs and the same shall be supported by the Number Statement and the working sheets.
27. The HoDs shall specifically communicate the relevant portion of this guideline to their subordinate level officers and direct them to fully go through process and accordingly propose the correct Number Statement and send the RE/ BE proposals.

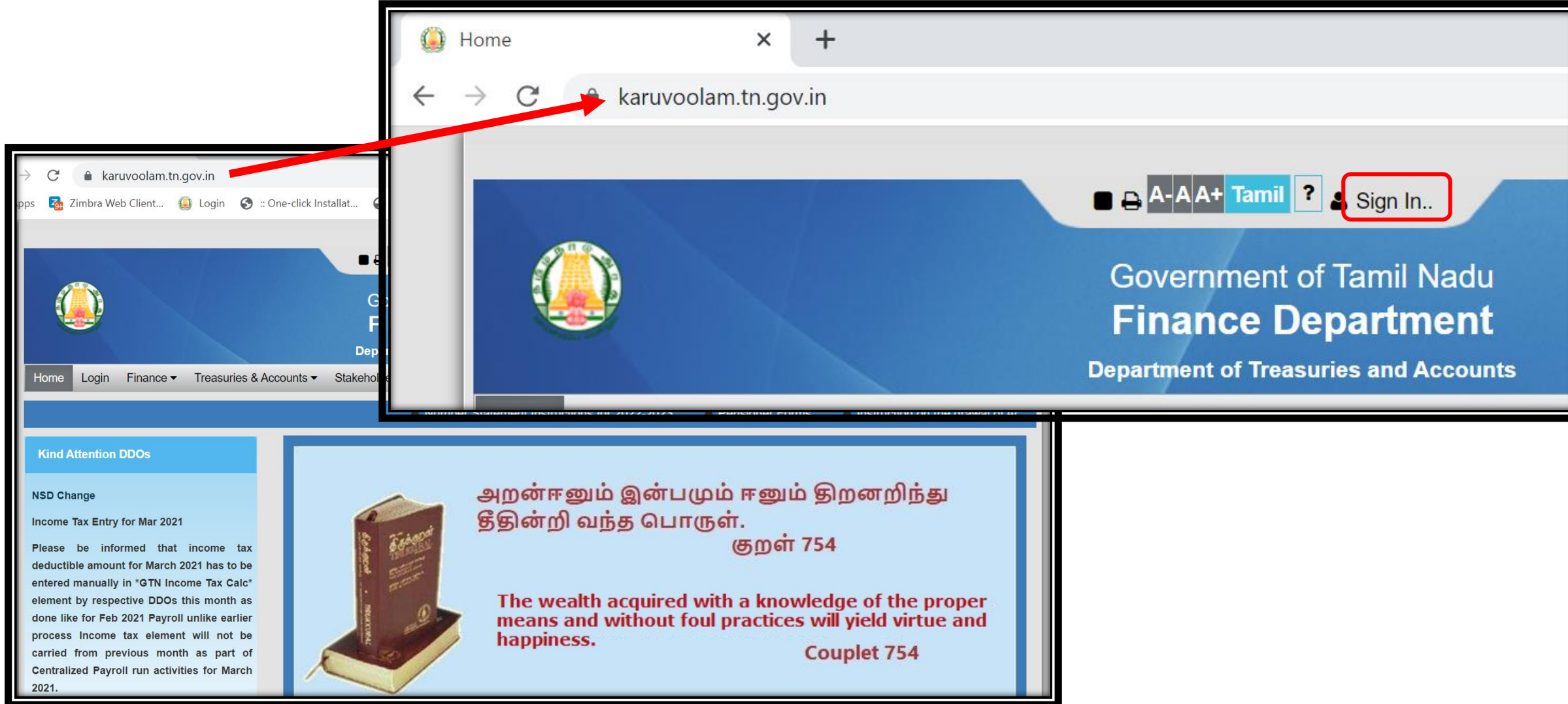
**S. KRISHNAN,**  
**Additional Chief Secretary to Government.**

// True copy //

*S. Krishnan*  
7/9/2021  
SECTION OFFICER  
*S. Krishnan*

## IFHRMS URL:

➤ Kindly Navigate to <https://www.karuvoolam.tn.gov.in> and Click on **Sign In**



The image shows a screenshot of the IFHRMS website. The browser address bar displays the URL [karuvoolam.tn.gov.in](https://www.karuvoolam.tn.gov.in). The website header includes the Government of Tamil Nadu Finance Department logo and the text "Government of Tamil Nadu Finance Department Department of Treasuries and Accounts". A "Sign In.." button is highlighted with a red box. A red arrow points from the "Sign In.." button to the browser address bar. The main content area features a blue banner with the Tamil text "அறன்ஈனும் இன்பமும் ஈனும் திறனறிந்து சீதின்றி வந்த பொருள். குறள் 754" and the English translation "The wealth acquired with a knowledge of the proper means and without foul practices will yield virtue and happiness. Couplet 754". Below the banner, there is a section titled "Kind Attention DDOs" with a sub-section "NSD Change" and "Income Tax Entry for Mar 2021". The text in this section states: "Please be informed that income tax deductible amount for March 2021 has to be entered manually in \*GTN Income Tax Calc\* element by respective DDOs this month as done like for Feb 2021 Payroll unlike earlier process Income tax element will not be carried from previous month as part of Centralized Payroll run activities for March 2021."

# Login Screen:

- Kindly Provide User ID and Password of (**DDO/Bill Approver**) and Click on **Sign In Button**

The screenshot shows a web browser window displaying the login page for the IFHRMS (Integrated Financial and Human Resources Management System) of the Government of Tamil Nadu Finance Department. The page header includes the department's logo, the text "Government of Tamil Nadu Finance Department", and the IFHRMS logo with the tagline "Integrated Financial and Human Resources Management System". A navigation menu is visible below the header. The main content area features a large "IFHRMS" logo and the text "Integrated Financial and Human Resources Management System". On the left side, there is a "Sign In" form with the following fields and options:

- Sign In** (Form Title)
- User Type**
  - Employee
  - Pensioners
- User ID** (Text input field)
- Password** (Text input field)
- Sign In** (Blue button, highlighted with a red box)
- Forgot Userid** (Dark grey button)

The browser's address bar shows the URL "karuvoolam.tn.gov.in/web/tnta/oamlogin". The Windows taskbar at the bottom indicates the system time as 01:46 AM on Wednesday, 08-Sep-2021.

## Login Screen:

- Now User will get the Screen shown below.
- Click on **Number Statement** Tab Highlighted in Screenshot

The screenshot shows the login screen of the Government of Tamil Nadu Finance Department's IFHRMS. The header includes the department's name, logo, and contact information. The navigation menu is located below the header, with the 'Number Statement' tab highlighted in a red box. The main content area features a notice about NSD Change and a banner with a Tamil couplet and its English translation.

Government of Tamil Nadu  
Finance Department  
Department of Treasuries and Accounts

IFHRMS  
Integrated Financial and Human Resource Management System

Helpdesk 04440172172

Home Login Finance Treasuries & Accounts Stakeholders User Manual Contact Us Photo Gallery Press Release Reference Documents Reports

Chat with Help Desk Issue Registration Video Gallery **Number Statement**

Number Statement Instructions for 2022-2023

Kind Attention DDOs

NSD Change

Income Tax Entry for Mar 2021

Please be informed that income tax deductible amount for March 2021 has to be entered manually in \*GTN Income Tax Calc\* element by respective DDOs this month as done like for Feb 2021 Payroll unlike earlier process Income tax element will not be carried from previous month as part of Centralized Payroll run activities for March

அறன்ஈனும் இன்பமும் ஈனும் திறனறிந்து  
தீதின்றி வந்த பொருள்.  
குறள் 754

The wealth acquired with a knowledge of the proper means and without foul practices will yield virtue and happiness.  
Couplet 754

# DDO Reports:

➤ Click on the DDO Reports Tab and User will get the Screen shown below

The screenshot displays the Finance Department web portal. The header includes the department name and logo, and a navigation menu with items like Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. The 'Number Statement' tab is active. The main content area shows a breadcrumb trail 'TNTA / Number Statement /' and a sidebar with navigation links. The 'HOD REPORTS' and 'DDO REPORTS' tabs are visible, with 'DDO REPORTS' highlighted. The form contains fields for HOD Code (01601), HOD Name (Finance Department - Secretariat), DDO Name (SECTION OFFICER BILLS, FINANCE DEP/), DDO Code (44010025), Report Type (SELECT), and Report Format (PDF Format). A 'Generate Report' button is located at the bottom of the form.

**Finance Department**  
Department of Treasuries and Accounts  
Integrated Financial and Human Resource Management System

Home Login Finance ▾ Treasuries & Accounts ▾ Stakeholders User Manual Contact Us Photo Gallery Press Release Reference Documents ▾ Reports

Chat with Help Desk Issue Registration Video Gallery **Number Statement**

TNTA / Number Statement /

Home  
Login  
Finance  
Treasuries & Accounts  
Stakeholders  
User Manual  
Contact Us  
Photo Gallery  
Press Release

**HOD REPORTS** **DDO REPORTS**

**HOD Code**  
01601

**HOD Name**  
Finance Department - Secretariat

**DDO Name**  
SECTION OFFICER BILLS, FINANCE DEP/

**DDO Code**  
44010025

**Report Type**  
SELECT ▾

**Report Format**  
PDF Format ▾

**Generate Report**



# HOD Reports:

➤ Now Click on Report Type, there User will get the below options **Abstract Report, Employee Details Report , Detailed Report**

The screenshot displays the Finance Department web application interface. The header includes the department name and logo. A navigation menu is visible at the top. The main content area shows the 'HOD REPORTS' section with a form for generating reports. The form includes fields for HOD Code, HOD Name, DDO Name, DDO Code, and Report Format. The 'Report Type' dropdown menu is open, showing three options: 'SELECT', 'Abstract Report', and 'Employee Details Report'. The 'Abstract Report' option is highlighted in blue.

Field	Value
HOD Code	01601
HOD Name	Finance Department - Secretariat
DDO Name	SECTION OFFICER BILLS, FINANCE DEP/
DDO Code	44010025
Report Format	PDF Format
Report Type	Abstract Report

# DDO Reports- Abstract Report:

- Click on **Abstract Report** and Select Report Format.
- Here User will get 2 Options **PDF Format and Excel**
- Select the Required Report **Format** (Ex. **Excel** )
- **Static Report which is Extracted on 31-July-2021**

The screenshot displays the IFHRMS (Integrated Financial and Human Resource Management System) interface for the Government of Tamil Nadu Finance Department. The page is titled "TNTA / Number Statement /" and features a navigation menu with options like Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. The "Number Statement" section is active, showing "HOD REPORTS" and "DDO REPORTS" tabs. The "DDO REPORTS" form includes fields for HOD Code (01601), HOD Name (Finance Department - Secretariat), DDO Name (SECTION OFFICER BILLS, FINANCE DEP/), and DDO Code (44010025). The "Report Type" dropdown is set to "Abstract Report", and the "Report Format" dropdown is open, showing "PDF Format" and "Excel" options. The "Generate Report" button is highlighted.

# DDO Reports- Abstract Report:

➤ Now Click on **Generate Report**

The screenshot displays the IFHRMS (Integrated Financial and Human Resource Management System) interface for the Government of Tamil Nadu Finance Department. The page is titled "TNTA / Number Statement /" and features a navigation menu with options like Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. The "Number Statement" option is currently selected. The main content area is divided into "HOD REPORTS" and "DDO REPORTS" tabs. Under the "DDO REPORTS" tab, there is a form with the following fields: "HOD Code" (01601), "HOD Name" (Finance Department - Secretariat), "Report Type" (Abstract Report), and "Report Format" (Excel). A red box highlights the "Generate Report" button at the bottom of the form.

Government of Tamil Nadu  
Finance Department  
Department of Treasuries and Accounts

IFHRMS  
Integrated Financial and Human Resource Management System

Helpdesk 04440172172

Home Login Finance Treasuries & Accounts Stakeholders User Manual Contact Us Photo Gallery Press Release Reference Documents Reports

Chat with Help Desk Issue Registration Video Gallery Number Statement

TNTA / Number Statement /

Home  
Login  
Finance  
Treasuries & Accounts  
Stakeholders  
User Manual  
Contact Us  
Photo Gallery  
Press Release

HOD REPORTS DDO REPORTS

HOD Code  
01601

HOD Name  
Finance Department - Secretariat

Report Type  
Abstract Report

Report Format  
Excel

Generate Report

# DDO Reports- Abstract Report:

## ➤ Sample Output for Excel File

Sensitivity:  Internal and Restricted

Public Confidential Internal and Restricted

S.NO	DDO Code	DDO Name	No. of Sanctioned Post			No. of Filled up Post			No. of Vacant Post		
			Permanent	Temporary	Total	Permanent	Temporary	Total	Permanent	Temporary	Total
1	44010025	SECTION OFFICER BILLS, FINANCE DEPARTMENT, SECRETARIAT,									
Grand total											

Original Data Hidden

# DDO Reports- Abstract Report:

➤ Select the Report Format as **PDF Format** and **Generate Report**

The screenshot displays the IFHRMS (Integrated Financial and Human Resource Management System) interface for the Government of Tamil Nadu Finance Department. The page is titled "TNTA / Number Statement /" and features a navigation menu with options like Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. The main content area is divided into "HOD REPORTS" and "DDO REPORTS". The "DDO REPORTS" section contains a form with the following fields:

- HOD Code:** 01601
- HOD Name:** Finance Department - Secretariat
- DDO Name:** SECTION OFFICER BILLS, FINANCE DEP/
- DDO Code:** 44010025
- Report Type:** Abstract Report (dropdown menu)
- Report Format:** PDF Format (dropdown menu, highlighted with a red box)
- Generate Report:** (button, highlighted with a red box)



# DDO Reports- Employee Details Report:

- Select Report Type as **Employee Details Report** and Click on **Generate Report**

The screenshot displays the Finance Department website interface. The header includes the department name and logo. A navigation menu is present at the top. The main content area shows the 'DDO REPORTS' section with a form for generating reports. The form fields are as follows:

Field	Value
HOD Code	01601
HOD Name	Finance Department - Secretariat
DDO Name	SECTION OFFICER BILLS, FINANCE DEP/
DDO Code	44010025
Report Type	Employee Details Report
Report Format	Excel

The 'Report Type' dropdown menu is highlighted with a red box, and the 'Generate Report' button is located below it.

# DDO Reports- Employee Details Report:

➤ Sample Output for **Excel File**

➤ **Static Report which is Extracted on 31-July-2021**

J343 Typist | 296572

Sensitivity: **Internal and Restricted**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	HOD_COI	HOD_NAM	NEW_DD	NEW_DD	OFFICE	EMPLOYEE_NUMBER	EMPLOYEE_NAME	HOA	POST_TYPE	POST_NAME	GROUP_NAME	PAY_LEV	PAY_SCA	BASIC_P	HRA	CCA	NEXT_INC	DOR	
2	01601	FINANCE	44010025	SECTION	FINANCE	16020											0	01-JUL-20	31-MAR-2027
3	01601	FINANCE	44010025	SECTION	FINANCE	38010											0	01-JUL-20	31-DEC-2044
4	01601	FINANCE	44010025	SECTION	FINANCE	16010											0	01-JAN-20	30-MAY-2032
5	01601	FINANCE	44010025	SECTION	FINANCE	16010											0	01-JAN-20	30-JUN-2039
6	01601	FINANCE	44010025	SECTION	FINANCE	16010											0	01-JAN-20	28-FEB-2039
7	01601	FINANCE	44010025	SECTION	FINANCE	16010											0	01-JUL-20	31-MAY-2046
8	01601	FINANCE	44010025	SECTION	FINANCE	16010											0	01-OCT-20	30-MAY-2044
9	01601	FINANCE	44010025	SECTION	FINANCE	16010											0	01-JAN-20	30-OCT-2044
10	01601	FINANCE	44010025	SECTION	FINANCE	16010											0	01-JUL-20	30-JUN-2047
11	01601	FINANCE	44010025	SECTION	FINANCE	05010											0	01-JUL-20	31-MAY-2035

Original Data Hidden



# DDO Reports- Detailed Report:

➤ Select Report Type as **Detailed Report** and Click on **Generate Report**

The screenshot displays the IFHRMS (Integrated Financial and Human Resource Management System) interface for the Government of Tamil Nadu Finance Department. The page is titled "TNTA / Number Statement /" and features a navigation menu on the left with links to Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, and Photo Gallery. The main content area is divided into "HOD REPORTS" and "DDO REPORTS". Under "DDO REPORTS", there are input fields for "DDO Name" (SECTION OFFICER BILLS, FINANCE DEP/) and "DDO Code" (44010025). A "Report Type" dropdown menu is highlighted with a red box, showing options: SELECT, Abstract Report, Employee Details Report, and Detailed Report (which is selected). A "Report Format" dropdown menu is set to "PDF Format". The footer includes "NS Additions WS Template" and "Copyright © 2013 IFHRMS".

# DDO Reports- Detailed Report:

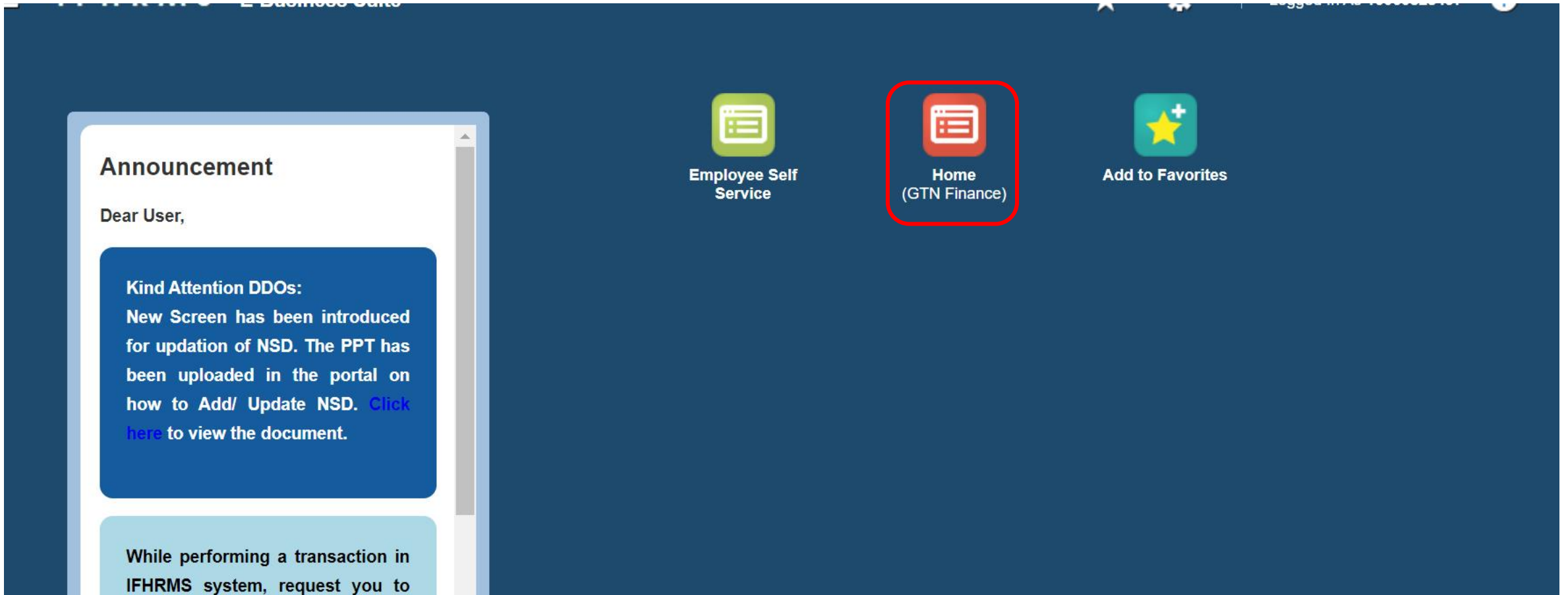
➤ Sample Output for **PDF File** (It is not available in Excel Format)

Abstract Report																
HOD Code	HOD Name	HOA	New DDO CODE	Name Of Post	Pay Details			No. of Sanctioned Post			No. of Filled up Post			No. of Vacant Post		
					Group	Level of Pay	Scales of pay	Permanent	Temporary	Total	Permanent	Temporary	Total	Permanent	Temporary	Total
01601	FINANCE DEPARTMENT - SECRETARIAT [1601]	204700103AA	44010025	Assistant	GROUP C	9	TNGS (20000)									
01601	FINANCE DEPARTMENT - SECRETARIAT [1601]	204700103AA	44010025	Assistant Section Officer	GROUP B	16	TNGS (36400)									
01601	FINANCE DEPARTMENT - SECRETARIAT [1601]	204700103AA	44010025	Section Officer	GROUP B	22	TNGS (56100)									
01601	FINANCE DEPARTMENT - SECRETARIAT [1601]	205200090AD	44010025	Additional Chief Secretary	GROUP A	17	IAS.Ap (22500)									
01601	FINANCE DEPARTMENT - SECRETARIAT [1601]	205200090AD	44010025	Additional Secretary To Government	GROUP A	13	IAS.Sr Grade									
01601	FINANCE DEPARTMENT - SECRETARIAT [1601]	205200090AD	44010025	Additional Secretary To Government	GROUP A	27	TNGS (62200)									
01601	FINANCE DEPARTMENT - SECRETARIAT [1601]	205200090AD	44010025	Assistant	GROUP C	10	TNGS (20800)									
01601	FINANCE DEPARTMENT - SECRETARIAT [1601]	205200090AD	44010025	Assistant	GROUP C	9	TNGS (20000 - 63600)									

Original Data Hidden

# Treasury Level - WebAdi:

Click on **Finance Icon**



# Treasury Level - WebAdi:

Finance → Data Validation Treasury → Click on Call WebAdi

The screenshot displays a web application interface with a dark blue header. The header contains seven navigation icons with labels: 'Challan Distribution', 'Payroll', 'Payroll Service', 'DDO Master', 'E-Payment Returns', 'GSTN Report', and 'Data Validation-Trea...'. The 'Data Validation-Trea...' icon is highlighted with a red box. Below the header, the main content area has a white background. It features a tab labeled 'Treasury Post Master Data Validation'. Below the tab, there is a text prompt: 'Please click on below link to proceed further'. A button labeled 'Call WebAdi' is highlighted with a red box.

# Treasury Level - WebAdi:

- Select the Office Name to Validate
- Click on **Create Button**

## Create Document

Create

## Primary Parameters

Integrator GTN Position Master Correction WEBADI  
\* Viewer Excel 2007  
Reporting Flag   
Layout GTN Position Master Correction Layout  
\* Content GTN Position Master Correction Content  
Mapping GTN Position Master Correction Mapping

## Content Parameters

\* DDO Office Name  
HIGHER EDUCATION DEPARTMENT SECRETARIAT  
WELFARE OF DIFFERENTLY ABLED PERSONS DEPARTMENT  
TOURISM CULTURE AND RELIGIOUS ENDOWMENTS DEPARTMENT  
SOCIAL WELFARE AND NUTRITIOUS MEAL PROGRAMME DEPARTMENT  
ANIMAL HUSBANDRY, DAIRYING AND FISHERIES DEPARTMENT, SECRETARIAT, CHENNAI-9  
TRANSPORT DEPARTMENT - SECRETARIAT  
CO-OPERATION, FOOD AND CONSUMER PROTECTION DEPARTMENT  
Pay And Account Office (Secretariat), Chennai  
AGRICULTURE DEPARTMENT  
School Education Department, Secretariat



# Treasury Level - WebAdi:

- If User found an Excess/Wrong Post, Kindly set Duplicate Flag as “Yes” and Treasury Verified “Yes”.
- Pre-check Before Giving Yes (No Employees should be mapped in the post. If Mapped It will not be Consider)
- Data will be Validated and Updated everyday EOD. It will Reflect in the Post Details Report in IFHRMS Application. (It will not be Populated in Portal- It’s the Static Report which is Extracted on 31-July-2021)

Oracle Web ADI: Select Duplicate Flag

Select Duplicate Flag

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by Duplicate Flag % Go

Results

Results table contains 2 items.

Select Item Select Cancel

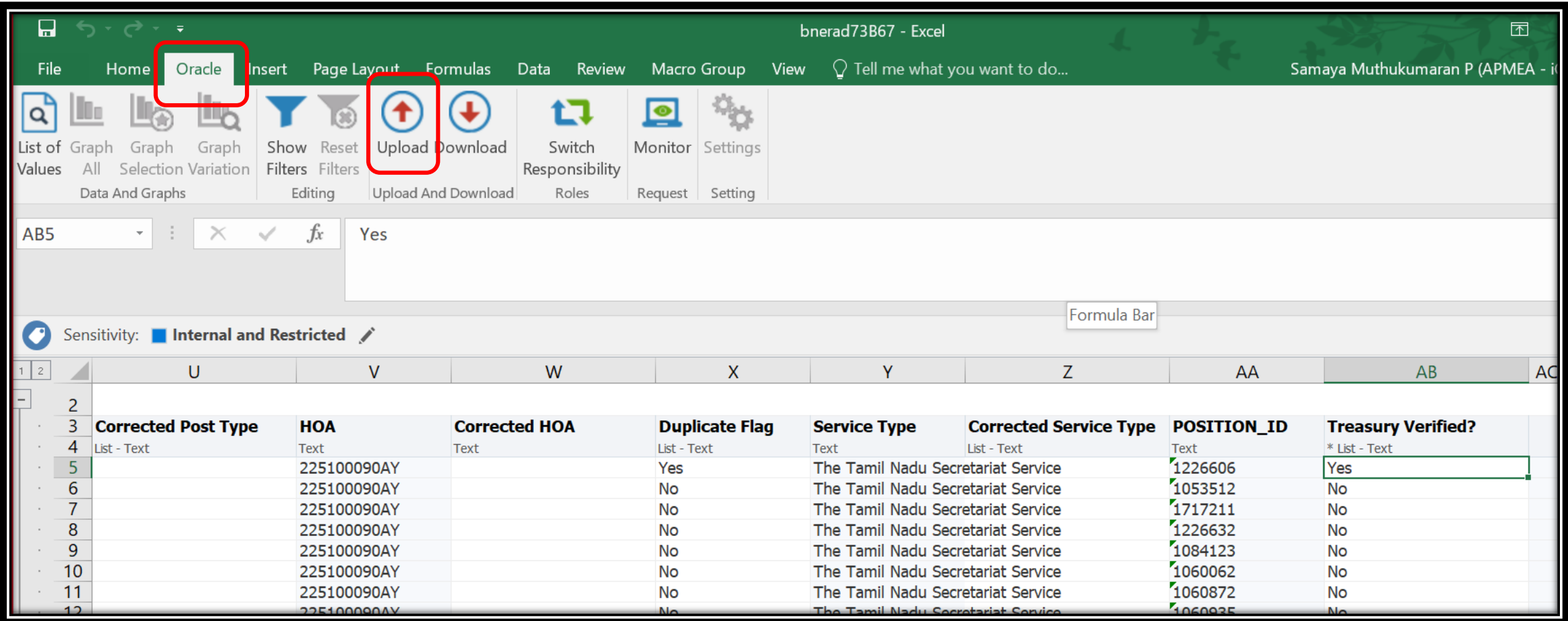
Duplicate Flag ▲

- No
- Yes

Duplicate Flag	Service Type	Corrected Service Type	POSITION_ID	Treasury Verified?
List - Text	Text	List - Text	Text	* List - Text
Yes	The Tamil Nadu Secretariat Service		1226606	Yes
No	The Tamil Nadu Secretariat Service		1053512	No
No	The Tamil Nadu Secretariat Service		1717211	No
No	The Tamil Nadu Secretariat Service		1226632	No
No	The Tamil Nadu Secretariat Service		1084123	No
No	The Tamil Nadu Secretariat Service		1060062	No
No	The Tamil Nadu Secretariat Service		1060872	No
No	The Tamil Nadu Secretariat Service		1060935	No
No	The Tamil Nadu Secretariat Service		870094	No
No	The Tamil Nadu Secretariat Service		1053530	No
No	All India Service		1138767	No
No	The Tamil Nadu Secretariat Service		870524	No

# Treasury Level – WebAdi- Upload:

➤ Click on **Oracle** Menu and Click **Upload** Button



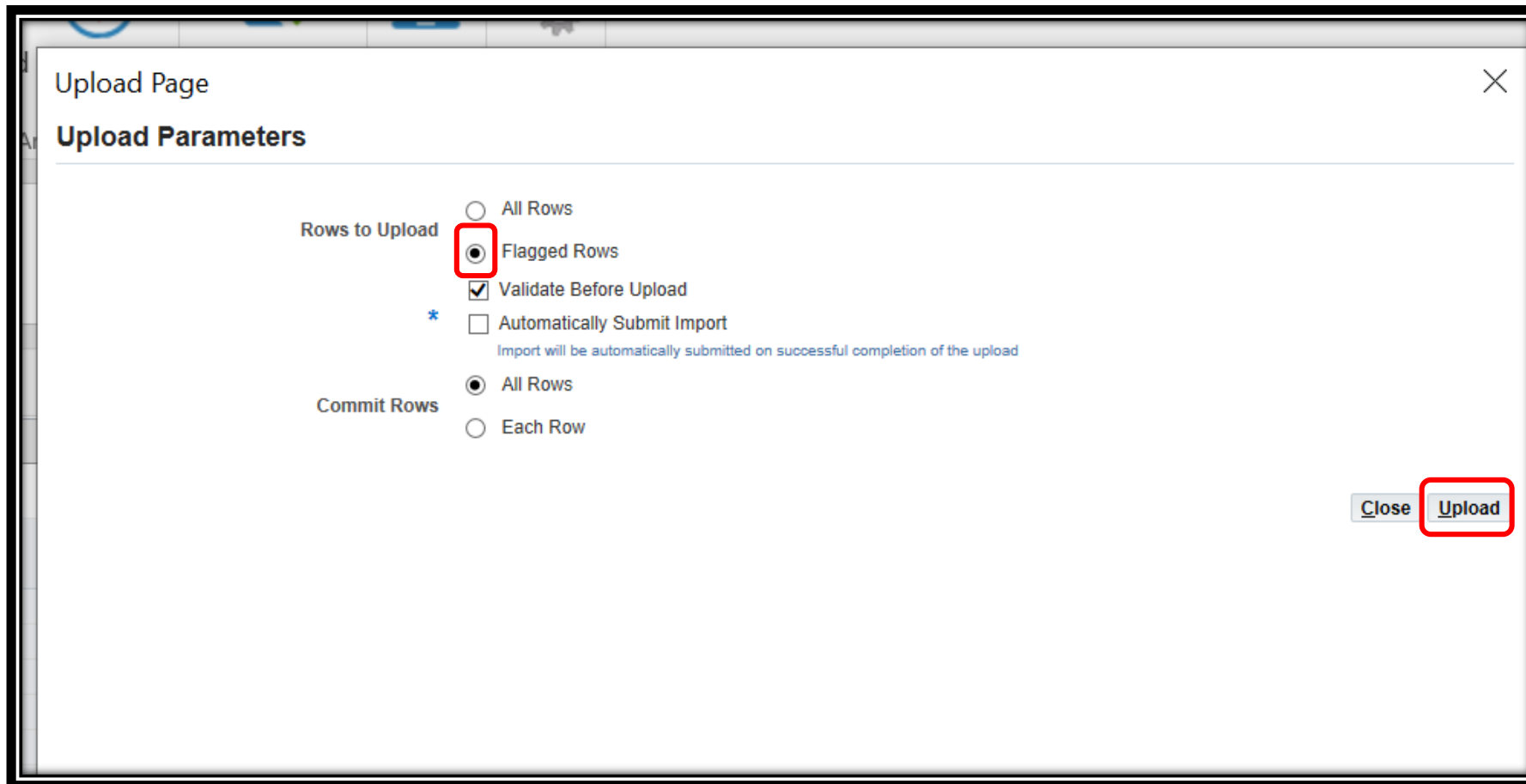
The screenshot shows the Microsoft Excel interface with the Oracle menu and the Upload button highlighted in red. The Oracle menu is located in the ribbon, and the Upload button is in the ribbon's 'Upload And Download' group. The formula bar shows the value 'Yes' in cell AB5. The spreadsheet contains a table with the following data:

Corrected Post Type	HOA	Corrected HOA	Duplicate Flag	Service Type	Corrected Service Type	POSITION_ID	Treasury Verified?
List - Text	Text	Text	List - Text	Text	List - Text	Text	* List - Text
	225100090AY		Yes	The Tamil Nadu Secretariat Service		1226606	Yes
	225100090AY		No	The Tamil Nadu Secretariat Service		1053512	No
	225100090AY		No	The Tamil Nadu Secretariat Service		1717211	No
	225100090AY		No	The Tamil Nadu Secretariat Service		1226632	No
	225100090AY		No	The Tamil Nadu Secretariat Service		1084123	No
	225100090AY		No	The Tamil Nadu Secretariat Service		1060062	No
	225100090AY		No	The Tamil Nadu Secretariat Service		1060872	No
	225100090AY		No	The Tamil Nadu Secretariat Service		1060935	No



## Treasury Level - WebAdi:

- Select **Flagged Rows** and Click on **Upload** Button
- After Successful Upload, It will Show the **Success Message**.
- If **Error** Any Shown, Kindly Correct the **Error Field**.



The screenshot shows a dialog box titled "Upload Page" with a close button (X) in the top right corner. Below the title is the section "Upload Parameters".

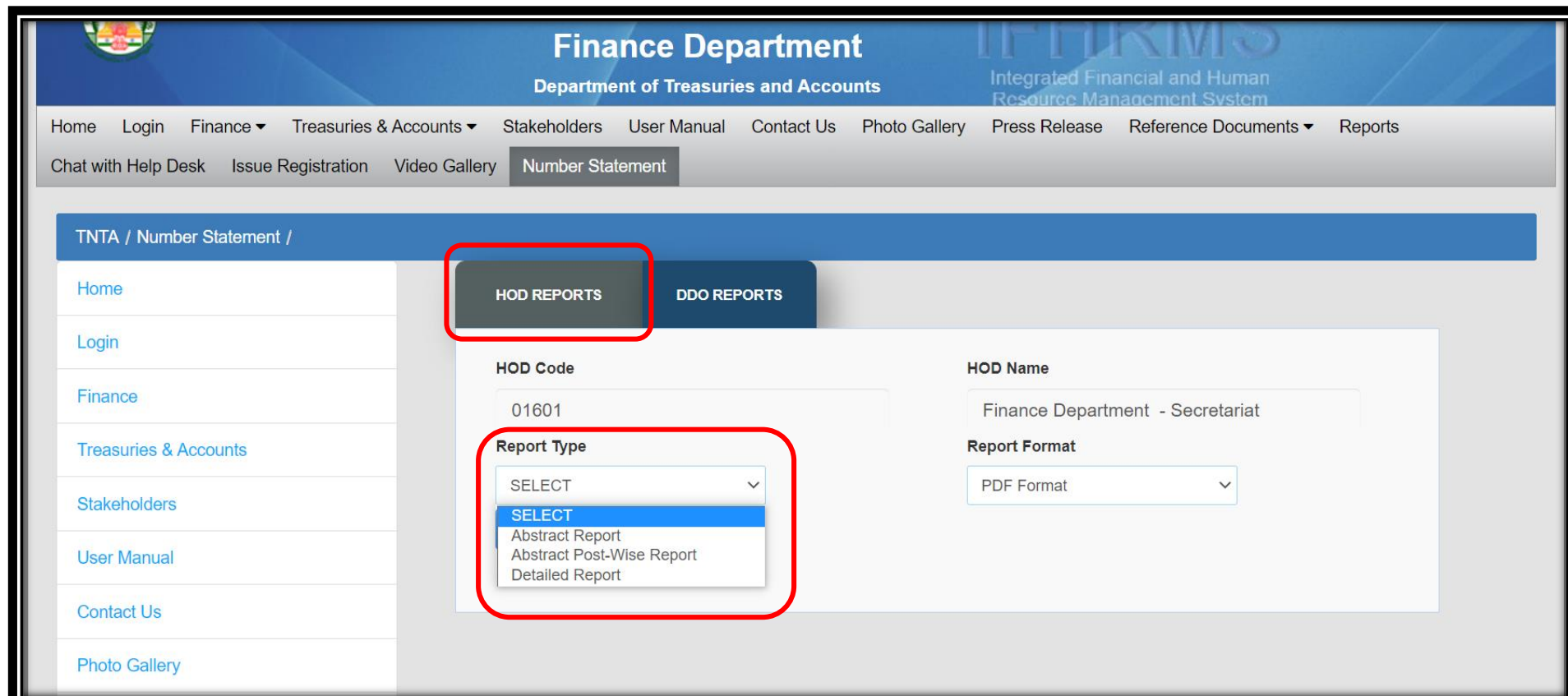
Under "Rows to Upload", there are three radio button options: "All Rows", "Flagged Rows" (which is selected and highlighted with a red box), and "Validate Before Upload" (which is checked). Below these is a checkbox for "Automatically Submit Import" (which is unchecked) with a blue asterisk to its left. A small text note below this checkbox reads: "Import will be automatically submitted on successful completion of the upload".

Under "Commit Rows", there are two radio button options: "All Rows" (which is selected) and "Each Row".

In the bottom right corner of the dialog, there are two buttons: "Close" and "Upload" (which is highlighted with a red box).

## HOD Reports:

- Now User will Get the Screen Shown Below.
- Now Click on Report Type, there User will get the below options **Abstract Report, Abstract Post-Wise Report, Detailed Report**



The screenshot displays the Finance Department web portal interface. The header includes the department name and logo. The main navigation bar contains links for Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. A secondary navigation bar includes Chat with Help Desk, Issue Registration, Video Gallery, and Number Statement.

The main content area shows the 'TNTA / Number Statement /' breadcrumb. Below this, there are two tabs: 'HOD REPORTS' (highlighted with a red box) and 'DDO REPORTS'. The 'HOD REPORTS' tab is active, displaying a form with the following fields:

- HOD Code:** 01601
- HOD Name:** Finance Department - Secretariat
- Report Type:** A dropdown menu (highlighted with a red box) showing options: SELECT, Abstract Report, Abstract Post-Wise Report, and Detailed Report.
- Report Format:** PDF Format

# HOD Reports- Abstract Report:

- Click on **Abstract Report** and Select Report Format.
- Here User will get 2 Options **PDF Format and Excel**
- Select the Required Report **Format** (Ex. **Excel** )

The screenshot displays a web application interface for generating reports. At the top, there is a navigation menu with links: Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. Below this is a secondary menu with links: Chat with Help Desk, Issue Registration, Video Gallery, and Number Statement. The main content area has a blue header with the text 'TNTA / Number Statement /'. On the left, there is a vertical sidebar with links: Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, and Press Release. The main content area is divided into two tabs: 'HOD REPORTS' (active) and 'DDO REPORTS'. The 'HOD REPORTS' form contains the following fields: 'HOD Code' (text input with value '01601'), 'Report Type' (dropdown menu with value 'Abstract Report'), and 'Generate Report' (blue button). To the right, there are two more fields: 'HOD Name' (text input with value 'Finance Department - Secretariat') and 'Report Format' (dropdown menu). The 'Report Format' dropdown menu is open, showing three options: 'PDF Format', 'PDF Format', and 'Excel'. The 'Excel' option is highlighted in blue and is circled in red. At the bottom center, there is a small text label: 'Sensitivity: Internal & Restricted'.

# HOD Reports- Abstract Report:

➤ Now Click on **Generate Report**

The screenshot displays the Finance Department web portal. The header includes the department name and logo, and a navigation menu with items like Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. The main content area is titled 'TNTA / Number Statement /' and features two tabs: 'HOD REPORTS' (selected) and 'DDO REPORTS'. The 'HOD REPORTS' form contains the following fields:

- HOD Code:** 01601
- HOD Name:** Finance Department - Secretariat
- Report Type:** Abstract Report (dropdown menu)
- Report Format:** Excel (dropdown menu)
- Generate Report:** A blue button with a red border, highlighted by a red rectangle.

The footer shows a file name 'HODAbstractRepor...xls' and a 'Show a' button.

# HOD Reports- Abstract Report:

## ➤ Sample Output for Excel File

The screenshot shows an Excel spreadsheet titled 'HODAbstractReport\_08\_09\_2021\_01\_47 [Compatibility Mode] - Excel'. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'Macro Group', and 'View'. The 'Home' ribbon is active, showing options for Font, Alignment, Protection, Number, Styles, Cells, Editing, and Webex. The spreadsheet content includes a table with the following structure:

		No. of Sanctioned Post			No. of Filled up Post			No. of Vacant Post		
DDO Code	DDO Name	Permanent	Temporary	Total	Permanent	Temporary	Total	Permanent	Temporary	Total
27010073	BLOCK DEVELOPMENT OFFICER (BLOCK									
41010455	SECTION OFFICER									
43011145	CHIEF ACCOUNTS OFFICER OF TAMIL DEVELOPMENT, CHENNAI									
44010025	SECTION OFFICER BILLS, FINANCE DEPARTMENT, SECRETARIAT,									
44010034	SECTION OFFICER BILLS, PUBLIC DEPARTMENT, SECRETARIAT,									
	<b>Grand total</b>									

A large grey box with the text 'Original Data Hidden' is overlaid on the data rows of the table. A red rounded rectangle highlights the table area.

# HOD Reports- Abstract Report:

➤ Select the Report Format as **PDF Format** and **Generate Report**

The screenshot displays the Finance Department web portal. The header includes the department name and logo, and a navigation menu with items like Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. The main content area shows the 'Number Statement' section with a sidebar on the left and a central form. The form has two tabs: 'HOD REPORTS' and 'DDO REPORTS'. Under 'HOD REPORTS', there are fields for 'HOD Code' (01601), 'HOD Name' (Finance Department - Secretariat), 'Report Type' (Abstract Report), and 'Report Format' (PDF Format). A 'Generate Report' button is also present. Red boxes highlight the 'Generate Report' button and the 'PDF Format' option in the dropdown menu.

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Press Release

HOD REPORTS DDO REPORTS

HOD Code  
01601

HOD Name  
Finance Department - Secretariat

Report Type  
Abstract Report

Report Format  
PDF Format  
Excel

Generate Report



# HOD Reports- Abstract Post-Wise Report:

- Select Report Type as **Abstract Post-Wise Report** and Click on **Generate Report**

The screenshot displays the Finance Department web portal. The header includes the department name and logo, and a navigation menu with items like Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. The main content area shows the 'HOD REPORTS' section with a form for generating reports. The form includes fields for HOD Code (01601), HOD Name (Finance Department - Secretariat), Report Type (Abstract Post-Wise Report), and Report Format (Excel). The 'Abstract Post-Wise Report' option in the Report Type dropdown is highlighted with a red box.

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Press Release

HOD REPORTS DDO REPORTS

HOD Code  
01601

HOD Name  
Finance Department - Secretariat

Report Type  
Abstract Post-Wise Report

Report Format  
Excel

SELECT  
Abstract Report  
Abstract Post-Wise Report  
Detailed Report



# HOD Reports- Abstract Post-Wise Report:

➤ Sample Output for **Excel**

Sensitivity:  Internal and Restricted

S.NO	Name of the Post	No. of Sanctioned Post			No. of Filled up Post			No. of Vacant Post		
		Permanent	Temporary	Total	Permanent	Temporary	Total	Permanent	Temporary	Total
1	Additional Chief Secretary									
2	Additional Secretary To Government									
3	Assistant									
4	Assistant Director									
5	Assistant Programmer									
6	Assistant Section Officer									
7	Asst									
8	Asst.Statistical Investigator									

Original Data Hidden

# HOD Reports- Detailed Report:

➤ Select Report Type as **Detailed Report** and Click on **Generate Report**

The screenshot displays the Finance Department web portal. The header includes the department name and logo, and a navigation menu with items like Home, Login, Finance, Treasuries & Accounts, Stakeholders, User Manual, Contact Us, Photo Gallery, Press Release, Reference Documents, and Reports. The main content area is titled 'TNTA / Number Statement /' and features a sidebar with navigation links. The central form is for generating HOD Reports, with tabs for 'HOD REPORTS' and 'DDO REPORTS'. The form contains fields for 'HOD Code' (01601), 'HOD Name' (Finance Department - Secretariat), 'Report Type' (a dropdown menu with 'Detailed Report' selected and highlighted in red), and 'Report Format' (Excel).

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User Manual  
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Photo Gallery  
Press Release

HOD REPORTS DDO REPORTS

HOD Code  
01601

HOD Name  
Finance Department - Secretariat

Report Type  
Detailed Report  
SELECT  
Abstract Report  
Abstract Post Wise Report  
Detailed Report

Report Format  
Excel



**THANK YOU**