

IMPORTANT ANNOUNCEMENT FOR HRMS ANNUAL CLOSING 2024-25

In order to ensure smooth completion of the ensuing Annual Closing activities for the Financial Year 2024-25 in HRMS, the following services of HRMS will be available upto the dates mentioned against the services in table appended. Hence, to avoid last minute rush, please ensure timely apply/approval of the reimbursements of various expenses & submission of Investment Declaration Form (IDF) through HRMS Portal in the month of March 2025:-

SL. NO.	NAME OF THE SERVICE	APPLICATION UPTO	APPROVAL UPTO
1	5in1(Auto approved)	17.03.2025	-
2	4IN1/3IN1/2IN1	17.03.2025	17.03.2025
3	ENTERTAINMENT EXPENSES	17.03.2025	-
4	MEDICAL BILLS REIMBURSEMENT	-	17.03.2025
5	LFC ENCASHMENT (TFA)	-	17.03.2025
6	LEAVE ENCASHMENT ON LFC/HTC	-	17.03.2025
7	LEAVE ENCASHMENT ON RETIREMENT	17.03.2025	17.03.2025
8	IDF	12.03.2025	-
9	SPECTACLES	-	17.03.2025
10	OUT OF POCKET EXPENSES	17.03.2025	17.03.2025
11	YEARLY LEAVE ENCASHMENT	17.03.2025	-
12	SALARY DATA CORRECTION SITE AND SALARY INPUT MASTER	15.03.2025	15.03.2025
13	MISCELLANEOUS PAYMENT SERVICE	15.03.2025	15.03.2025
14	PF WITHDRAWAL/ Advance	17.03.2025	17.03.2025
15	LC SUBMISSION	20.03.2025	20.03.2025
16	PAN/AADHAAR UPDATION	17.03.2025	17.03.2025
17	DEATH REPORTING OF EMPLOYEE/PENSIONER/ FAMILY PENSIONER THROUGH HRMS PORTAL	17.03.2025	17.03.2025
18	NUTRITION ALLOWANCE	17.03.2025	17.03.2025
19	AUTISM ALLOWANCE	17.03.2025	17.03.2025
20	Pensioner's consent under Sec 194-P	17.03.2025	17.03.2025
21	TTS/ Intra org/ Position creation	17.03.2025	17.03.2025
22	CHILDREN WELFARE FUND	17.03.2025	-
23	LEAVE MODULE approved data upto 17.03.2025 shall be considered for processing.	-	-
24	BRIEFCASE	17.03.2025	17.03.2025
25	INCREMENT	-	17.03.2025
26	TAXATION OPTION	-	12.03.2025
27	New Branch configuration in HRMS	17.03.2025	-
28	VOLUNTARY PF (AUTO APPROVED)	17.03.2025	-

2. Please claim reimbursement of Annual Furniture Maintenance Expenses and Utility Items for the Financial Year 2024-25 before 31st March 2025 as these will lapse in next Financial Year.

DEPUTY GENERAL MANAGER (IT-HRMS)