

IMPORTANT ANNOUNCEMENT - HRMS ANNUAL CLOSING 2023-24

In order to ensure smooth completion of the ensuing Annual Closing activities for the Financial Year 2023-24 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 2024:-**

SL. NO.	NAME OF THE SERVICE	APPLICATION UPTO	APPROVAL UPTO
1	5in1	18.03.2024	18.03.2024
2	4IN1/3IN1/2IN1	18.03.2024	18.03.2024
3	ENTERTAINMENT EXPENSES	18.03.2024	NOT APPLICABLE
4	MEDICAL BILLS REIMBURSEMENT	16.03.2024	18.03.2024
5	LFC ENCASHMENT	17.03.2024	19.03.2024
6	LEAVE ENCASHMENT ON LFC/HTC	17.03.2024	19.03.2024
7	LEAVE ENCASHMENT ON RETIREMENT	17.03.2024	19.03.2024
8	IDF	18.03.2024	NOT APPLICABLE
9	SPECTACLES	18.03.2024	19.03.2024
10	OUT OF POCKET EXPENSES	18.03.2024	19.03.2023
11	YEARLY LEAVE ENCASHMENT	19.03.2024	NOT APPLICABLE
12	SALARY DATA CORRECTION SITE AND PORTAL	18.03.2024	18.03.2024
13	MISCELLANEOUS PAYMENT SERVICE IN HRMS PORTAL	15.03.2024	15.03.2024
14	PF WITHDRAWAL	15.03.2024	17.03.2024
15	LC SUBMISSION	20.03.2024	20.03.2024
16	PAN UPDATION	15.03.2024	17.03.2024
17	DEATH REPORTING OF PENSIONER/ FAMILY PENSIONER THROUGH HRMS PORTAL	15.03.2024	17.03.2024
18	NUTRITION ALLOWANCE	17.03.2024	19.03.2024
19	AUTISM ALLOWANCE	17.03.2024	19.03.2024
20	Pensioner's consent under Sec 194-P	15.03.2024	17.03.2024

2. Please claim reimbursement of Annual Furniture Maintenance Expenses and Utility Items for the Financial Year 2023-24 before 31st March 2024 as these will lapse in next Financial Year.

DY. GENERAL MANAGER (IT-HRMS)