

IMPORTANT ANNOUNCEMENT FOR HRMS ANNUAL CLOSING 2022-23

In order to ensure smooth completion of the Annual Closing activities for the Financial Year 2022-23 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 2023:-**

SL. NO.	NAME OF THE SERVICE	APPLICATION UPTO	APPROVAL UPTO
1	5in1	18.03.2023	NOT APPLICABLE
2	4IN1/3IN1/2IN1	18.03.2023	18.03.2023
3	ENTERTAINMENT EXPENSES	18.03.2023	NOT APPLICABLE
4	MEDICAL EXPENSES	16.03.2023	18.03.2023
5	LFC ENCASHMENT	16.03.2023	18.03.2023
6	LEAVE ENCASHMENT ON LFC/HTC	16.03.2023	18.03.2023
7	LEAVE ENCASHMENT ON RETIREMENT	16.03.2023	18.03.2023
8	IDF	17.03.2023	NOT APPLICABLE
9	SPECTACLES	18.03.2023	18.03.2023
10	OUT OF POCKET EXPENSES	18.03.2023	18.03.2023
11	YEARLY LEAVE ENCASHMENT	18.03.2023	NOT APPLICABLE
12	LIFE CERTIFICATE FOR PENSIONERS	20.03.2023	20.03.2023
13	DEATH REPORTING OF PENSIONER/FAMILY PENSIONER THROUGH HRMS PORTAL	15.03.2023	17.03.2023
14	PAN UPDATION OF PENSIONER IN HRMS PORTAL	15.03.2023	17.03.2023
15	AADHAR UPDATION OF PENSIONER IN HRMS PORTAL	15.03.2023	17.03.2023
16	P.F. WITHDRAWAL IN HRMS PORTAL	15.03.2023	17.03.2023

2. Please claim reimbursement of Annual Furniture Maintenance Expenses and Utility Items for the Financial Year 2022-23 before 31st March 2023 as these will lapse in next Financial Year.

3. Section - 89 Rebate to be Checked (FORM 10E IS TO BE SUBMITTED BY THE EMPLOYEE IF ELIGIBLE AND THE SAME IS TO BE VERIFIED BY THE DDO (DRAWING AND DISBURSING OFFICER) FOR SUBMISSION TO CIRCLE HRMS TEAM FOR UPDATION IN SAP-R3 BY **15.03.2023.**

DY. GENERAL MANAGER, HRMS