

**TREASURIES AND ACCOUNTS DEPARTMENT**

From

To

Commissioner of Treasuries and Accounts,  
No.571, 3<sup>rd</sup> Floor,  
Perasiriyar K. Anbazhagan Maligai,  
Anna Salai, Nanadanam, Chennai-35.

All Pay and Accounts Officers,  
All Treasury Officers,  
All Sub Pay and Accounts Officers

**Rc.No.CTA/292/IFHRMS/2023, Dated 29-02-2024****Sir/Madam,**

Sub: IFHRMS-Recent updates and re-orientation points in IFHRMS-  
**Advisory No.6/2024** - communicated-Regarding.

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This is to inform that the following advisory is issued to ensure error free, efficient and user friendly transactions in Kalanjiyam (IFHRMS 2.0 ).

**Re-orientation Points:**

Sl.No.	Module and Sub Module		Details
1.	Migration of Long Term Advances- Updation of HBA, MCA etc. drawn prior to the implementation of IFHRMS.	<b>Issue:</b>	It is seen that some of the DDOs have not migrated/updated the details of the House Building Advance, Motor Car/Cycle Advance drawn by the employees and Interest to be recovered for the loans sanctioned prior to the implementation of IFHRMS which results in repeated tickets to change the Advance amount, monthly recovery amount and number of installment.
		<b>What to Do:</b>	<p>The DDOs to migrate / update / verify the details of the House Building Advance, Motor Car/Cycle Advance drawn alongwith Interest to be recovered for the loans sanctioned before the implementation of IFHRMS as detailed below:</p> <p><b>Advances Principle Recovery Migration Process:</b></p> <p><b>Step 1:</b> DDO'S login check mentioned advances migrated or not.</p> <p><b>Path:</b>HR &gt; Advances &gt; Advance details &gt; Reports &gt; Advance Details -</p>

			<p>Employee Based Mentioned advances not migrated Pls use below path.</p> <p><b>Step 2:</b> Treasury user's approver login.</p> <p>Navigator &gt; GTN Functional Administrator - Treasury &gt; Advance Migration webadi</p> <p>Note: Only migrated on HBA Advance &amp; Motor Advance Principle amount. Don't migrated Advances Interest amount.</p> <p><b>Step 3:</b> Only Principle amount migrated. Create advance program run on backend daily basis.</p> <p><b>Advances Interest recovery migration Process :</b></p> <p>Step 1: Pls check principal recovery all installments completed or not.</p> <p><b>Path:</b> HR &gt; Advances &gt; Advance details &gt; Principle recovery schedule</p> <p>Step 2: Once completed. Kindly use below path.</p> <p><b>Path:</b> HR &gt; Advances &gt; Reports &gt; Advance Migration - Create Interest Recovery</p> <p>Step 3: Check process page element attached and do Mark for retry.</p>
2	House Building Advance-Updating the total sanctioned amount as per Formal Sanction Order	<p><b>Issue:</b></p> <p>It is seen that some of the DDOs are erroneously updating the 1<sup>st</sup> installment of House Building Advance amount only instead of total Advance amount sanctioned as per the formal Sanction Order. Subsequently the DDOs raising the tickets for change of advance amount.</p> <p><b>What to Do:</b></p> <p>The total amount of HBA sanctioned in the Sanction Order has to be properly recorded while updating the HBA entries.</p> <p><b>Path:</b></p> <p>HR-&gt;Advances-&gt;House Building Advance</p>	
3.	Element change in Payroll.	<p><b>Issue:</b></p> <p>Many tickets are being received from DDOs for Change in the element and not shown in the result page after completion of the supplementary run.</p> <p><b>What to do:</b></p> <p>After adding elements, the user need to</p>	

			<p>check those elements in payroll process page with correct effective date. If values are wrong, kindly change them in dues &amp; deductions by selecting the change existing entry option and then give a mark for recalculation.</p> <p>1. For Adding HRA &amp; CCA element:</p> <ul style="list-style-type: none"> <li>• <b>Step 1</b> : Add the elements in dues and deductions and check elements for HRA</li> <li>• <b>Step 2</b>: Complete on verifier and approver level</li> <li>• <b>Step 3</b>: Check process page element attached or not.</li> </ul>
		<b>Path:</b>	<p><b>For HRA:</b> : Finance &gt; Pay Service &gt; Dues And Deductions &gt; Create Batch &gt; Effect date update on (Month 1<sup>st</sup> date) &gt; Update HRA Element (Don't enter input values) &gt; Next &gt; Submit</p> <p><b>For CCA</b>": Finance &gt; Pay Service &gt; Dues And Deductions &gt; Create Batch &gt; Effect date update on (Month 1<sup>st</sup> date) &gt; Update CCA Element (Don't enter input values) &gt; Next &gt; Submit</p>
4.	Payment of DCRG, and GPF Final amount	<b>Issue:</b>	<p>Many users are not</p> <ol style="list-style-type: none"> <li>1. Mentioning the IFHRMS ID in the Physical SR</li> <li>2. updating the names in DCRG/GPF Nominee page.</li> </ol> <p>This hampers the bill generation and many tickets are being raised by the users to update the nominee details.</p>
		<b>What to do:</b>	<p>The users are requested to</p> <ol style="list-style-type: none"> <li>1. Mention the "IFHRMS Employee ID" legibly in the physical SRs.</li> <li>2. Update the nominee correctly and the bill will be generated automatically.</li> </ol> <p>The Treasury / ST officials have to</p> <ol style="list-style-type: none"> <li>3. check the daily MIS reports for DCRG/GPF bills and death cases mail reports regularly.</li> </ol>

All Pay and Accounts Officers and Treasury Officers are requested to circulate this advisory ***to all the subordinate officers and concerned Drawing and Disbursing Officers to sensitize them*** to adhere the above instructions. ***Regular re-orientation sessions*** needs to be organized to disseminate the updates to all the DDOs and end users for effective usage.

VIJAYENDRA PANDIAN K

Encl.: as above

**Commissioner of Treasuries and Accounts**

To

All Pay and Accounts Officers,  
All Treasury Officers  
All Sub Pay and Accounts Officers

Copy to

1. All Regional Joint Director of Treasuries and Accounts.  
(To ensure proper and complete dissemination to all the stakeholders)
2. Department of Finance, IFHRMS, T&A-III
3. M/s Wipro Limited. (For uploading in portal)