

TREASURIES AND ACCOUNTS DEPARTMENT

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

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

Rc.No.CTA/256/2024-IFHRMS1, Dated: 31-03-2024

Sir/Madam,

Sub:	IFHRMS - Recent updates and re-orientation points in IFHRMS - Advisory No.7/2024 - 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).

1. New Updates:

Sl.No.	Module and Sub Module		Details
1.	Finance-Payroll	Auto calculation of Income Tax (for Employees & Pensioners)	<p>1. A new tool has been developed in Kalanjiyam (IFHRMS 2.0) which automatically calculates the individual's income tax based on the estimated salary / pension for the financial year and the proposed savings/exemption declared by the individual.</p> <p>2. The individual Employee/Pensioner can exercise their option for old tax regime or New tax regime through Kalanjiyam portal or Mobile App.</p> <p>3. There is no need for attaching the proof of documents while choosing option during the month of March-April 2024. However the proof of documents for the actual savings/investment and exemptions claimed has to be submitted in the month of December 2024 without fail for required revision in the Income Tax for the financial year.</p> <p>4. Provision will be enabled from 1st to 15th of every month and before the payroll run for the employees and pensioner to review and change the amount within the opted regime. The projection report will be</p>

		available in e-Services - Reports - IT Projection report self services. <i>The PAOs/TOs are requested to sensitize the all the DDOs in this regard.</i>
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2. Re-orientation Points:

Sl.No.	Module and Sub Module		Details
1.	Finance-Payroll & HRMS - profile updation	Issue:	<u>Updation of PAN Number of the employees and pensioners</u> <ol style="list-style-type: none"> 1. It is found that many DDOs have not updated the PAN in the employees profile resulted in; the DDOs unable to file 24G and 24Q for those employees deducted the Income Tax from their salary. 2. Further the penalty also levied for recovery of higher rate of Income Tax for those without PAN as per the Income Tax Rules.
		What to do:	<p>The PAN Number of all employees & pensioners have to be immediately updated in the employee & pensioner's profile without any omission, to avoid IT calculation at higher rate.</p> <p>Timeline: This activity needs to be completed before payroll run for April 2024 (i.e. 12.04.2024)</p>
		Path:	HR-Employee Profile-Employee basic details update WebAdi-download excel sheet-update correct PAN column-click upload excel sheet.
2.	Cancellation of draft bill for DCRG/GPF Final payment	Issue:	<p>The Accountant General issues authorization for DCRG / GPF Final payment as outbound data and the bills are being generated in the system automatically for making payment to the pensioners.</p> <p>But sometimes, the authorization requires correction are to be sent back to AG. In this cases, it is</p>

			<p>observed that the Treasury offices are not cancelling the system generated draft bill before sending correction request to AG. This creates problem in generating the revised bill.</p>
		What to Do:	<p>The PAOs/TOs have to cancel the draft bill before sending the authorization to the Accountant General for correction.</p> <p>Necessary "Non Payment Certificate" along with the Certificate for cancelling the draft bill has to be furnished while sending the revision request to the AG.</p>
3.	Request received through tickets for Element Deletion	Issue:	Many tickets are being received from DDOs for deletion of the advance amount which was already paid through e-challan.
		What to Do:	After remittance of amount through e-challan, the DDOs have to update the adjustment entries (Stoppage of Increment, Partial payment, Pre-closure and missing credit) in HR modules before the payroll run to avoid unnecessary tickets for the deletion of the element entry.
		Path:	HR->Advances->Advance Adjustment
4.	ECS Return	Issue:	<p>It is seen from the Monthly Accounts that the unpaid ECS return amounts are being booked under the head of account 8670 00 104 AA and 8670 00 113 AA instead of 8670 00 111 AA.</p> <p>The Accountant General has raised concern about the wrong classification of unpaid ECS return amount and it must be booked under the head of account 8670 00 111 AA only.</p>
		What to do:	The PAOs / TOs are requested to verify the monthly accounts and ensure that the unpaid ECS return amount are classified under the head of account 8670 00 111 AA while sending the monthly accounts to the Accountant General.

All Pay and Accounts Officers and Treasury Officers are requested to

1. maintain a separate file for all the advisories being shared and sensitize all officials of treasury offices by all modes of communication (UO note, letters, email etc.,).

2. Similarly, the same has to be shared with **all Drawing and Disbursing Officers** by all possible modes of communication (letters, email etc.,).

3. Monthly meetings / re-orientation sessions have to be organised for all subordinate offices and DDOs to ensure proper dissemination of all updates.

The **RJDs** are asked to ensure proper communication to all stakeholders and conduct of monthly meetings by all treasury offices.

NIROOPARANI A

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. All Sections of CTA.
3. Department of Finance, IFHRMS, T&A-III.
4. M/s Wipro Limited. (For uploading in portal)

// Forwarded by Order //

[Signature]
Accounts Officer (e-team)

[Signature]
11/4/24