TREASURIES AND ACCOUNTS DEPARTMENT

From
Thiru.K.Vijayendra Pandian, I.A.S.,
Commissioner of Treasuries and Accounts,
Perasiriyar.K.Anbazahagan Maligai, 3rd floor, Anna Salai, Nandanam, Chennai-35.

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

Rc.No.CTA/292/IFHRMS/2023, Dated:30.04.2024

Sir/Madam,

Sub: IFHRMS-Recent updates and re-orientation points in IFHRMS-**Advisory No.8/2024** - communicated-Regarding.

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.	**DAAS-Digital Audit and Accounting System.**	Attaching soft copies of the vouchers & sub-vouchers with mentioning bill no & date.	A new auditing tool Digital Audit and Accounting system (DAAS) has been developed for AG to audit all the vouchers and sub-vouchers online. This tool enables to view the vouchers, schedule, proceedings and Digital signature online and facilitates elimination of the submission of physical voucher to AG in future. Hence all the PAOs/TOs are requested to ensure that 1. All the mandatory attachment such as supporting Government Orders, Proceedings, Sanction order, arrear calculation sheet, Increment Certificate, Sub Vouchers, etc. in respect of **Salary and Non-Salary Bills** enclosed with the bills are being by the DDOs. 2. The scanned documents may be attached in PDF format not exceeding the maximum size of 1 MB for a single document. 3. **The Bill Number and Date has to be mentioned in all the Sub Vouchers for Non Salary bills before scanning and uploading while processing the bills at PAO/Treasury.** 4. The Sub-Vouchers (Original Invoice) of non-Salary bill has to carry the Bill Number and date. And also to be crossed or payment

SI.No.	Module and Sub Module			Details
				stock entry certificate are to be mentioned before taking scan.
				5. The Pay and Accounts Officers and Treasury Officers are also requested to upload all the scanned documents clearly and in simple format for effective verification of E-Voucher.
3	OPPAS and Generation of Bill for DCRG/GPF final settlements			**Issue:** It has been brought to the notice of this office by the Accountant General in that many cases, they are getting complaints that authorizations has not been received in the Treasuries and beneficiaries are constrained to call the AGs office in this regard.
				What to do: After Scrutinizing the combined pension proposals/GPF proposals, the Accountant General issues authorizations to the subscriber along with outbound data and PDF to IFHRMS for payment of GPF final withdrawal.
				The draft bill is getting generated based on the outbound authorization data received in IFHRMS with the Treasury concerned and PDF is also automatically getting attached to the bill.
				The same details are available in the MIS reports of all treasury offices
				Hence, the PAOs/TOs/STOs are requested to check the availability of authorization pdf using the path and to avoid unnecessary delay in settling the bill for want of authorization PDF. Also asked not to call the AGs office unnecessarily.
				Path: User with Treasury admin access login **Login --> other applications --> GPF Authorizations --> Employee matches / Employee ID Null Tab --> Action Button of Respective Authorization --> Download Authorization**

2. Re-orientation Points:

SI.No.	Module and Sub Module			Details
1	Employee Service :	Self	Automatic Income Calculation	**Issue:**The non-availability of PAN and non-declaration of saving/investment plan(old regime) might lead to high rate of Tax
				What to do: 1. PAN has to be updated for all employees/Pensioners with the Taxable income i.e 2,50,000(old) / Rs.3,00,000(new) before the pay roll run.

			2. Those who opt for óld'regime have to declare their estimated saving/investment plan in the portal. 3. Either employees through self service page or DDOs on behalf of employees can do the declaration / updations. **Path: Login --> Employee self services --> Income Tax declaration --> IT declaration(Self).**
2.	**HR-Pay Services:**	**Annual Increment**	**Issue:** The tickets are being raised for sanction of Annual Increment for the employee not shown in the Annual Increment Programme.
			What to do: The DDOs to update the Annual increment of the employees by adopting following steps: To have all eligible employees listed in Annual Increment module the DDOs have to ensure that: i. The 'Stoppage annual increment' entry is not "yes" in the update salary page. It should be made as 'No'. ii. Check whether the employee's next increment date in "employee list view details report" is correct. If wrongly shown, then raise the ticket with increment date change request or update the pay in update salary page. iii. Stop Annual Increment entry page of the employee, if status flag showing "Yes", kindly change the flag to "No". iv. Check whether the Pay element is added or not and check assignment status. **Path:** HR → GTN Pay Service → Stop Annual Increment. Path: HR Initiator → Report viewer → Employee List view details report.
3.	Kalanjiyam Mobile App	Login Resetting Password	**Issues:** Many pensioner are having landline number resulting in non generation of OTP for login. **What to do:** The mobile number has to be registered through employee profile. The password can be reset by: 1. Click Forgot Password → Enter Employee ID/ PPO number → Update Password using

			OTP → Enter OTP in Verify page → Set new password 2. Click Forgot Password → Enter Employee ID/ PPO number → Update Password using Security Question → Answer the Security question → Set new password
		Pay Slip / Pension Slip	The Pay Slip / Pension Slip can be download through respective icon and can be opened DOB as password DDMMYYYY format. (for e.g. the date of birth is 1st April 2023, the password is 01042023)
		Approval Group	**Issues:** 1. Many outdated groups are can still alive (i.e. groups with transferred / promoted / Retired employees). This shows long list in that makes the selection tedious. 2. Approval groups are named like A1, F, G, etc. which is not conveying any meaning to the end users. **What to do:** 1. The defunct / inactive groups are to be cleansed by putting end date. 2. Only Accountant General that are with current service employees are to be kept active. 3. The name of the groups to be made meaningful like GPF upto Superintendent, GPF above Superintendent etc, to make the selection easier for the end users.
4	**OPPAS-Online Pension and Provident Fund Authorization System.**	Sending proposal through OPPAS at wrong timings	**Issue:** The Online Pension and Provident Fund Authorization System have already been implemented and the AG issues online authorization as outbound data based on the data provided by the DDOs in Coimbatore and Madurai Region. Some DDOs are uploading the data in OPPAS after issue of authorization by AG based on the manual Pension Proposal. This is not correct.
			What to do: 1. The Pay and Accounts Officers/Treasury Officers are requested to sensitize the DDOs not to upload the Pension Proposal again in OPPAS after the issue of authorization by AG based on the Manual Pension Proposal. 2. It is imperative to mention 'IFHRMS employees ID' in physical SR also

5.	Grievances by Pensioners		Issue: The repeated requests are being received from the Pensioners that they are unable to inform their grievances to the Officers concerned in District or Sub Treasury through eMail or Mobile.
			What to Do: The Treasury Officers are requested to note the Mobile Number of Treasury Officer and Additional Treasury Officer in the Notice Board of the District Treasury and Mobile Number of the Assistant Treasury Officer and Sub Treasury Officers in the Notice Board of the Sub Treasuries to address the grievances of the pensioners. The Official eMail address may also be displayed in the Notice Board of the District and Sub Treasury for the pensioners' reference. The RJDs are requested to verify the same during their inspection at District and Sub Treasury.

All Pay and Accounts Officers and Treasury Officers are requested to

1. Maintain separate file for all the advisories being shared and sensitize all officials of treasury offices by all modes of communication (U.O.Note, letters, eMail etc.).
2. Similarly the same has to be shared with **all Drawing and Disbursing Officers** by possible modes of communication (letters, eMail etc.,)
3. **Monthly meetings / re-orientation sessions** have to be organized for all subordinate offices and DDOs to ensure proper dissemination of all updates.

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

VIJAYENDRA PANDIAN K
Commissioner of Treasuries and Accounts
Signed by
K Vijayendra Pandian
Date:30-04-2024 21:20:16

Encl.: as above
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//

Chief Accounts Officer(e-Team)